

CITY OF O’FALLON
COMMUNITY DEVELOPMENT DEPARTMENT
GRADING PERMIT/PARKING LOT CONSTRUCTION
APPLICATION

_____, 20__

Grading Location: _____ _____ Grading Permit
Applicant Name: _____ _____ Parking Lot Construction
Mailing Address: _____ _____ Underground Tank Removal

Phone Number: _____

Receipt of a Grading Permit will allow the Applicant or their designee to proceed with excavation, grading, or filling on the property indicated above or construction of a parking lot. The plans will have been reviewed and approved by the City of O’Fallon. This review and approval is not to be construed as relieving any party from any obligation set by City ordinance or building code.

Applicant hereby acknowledges that they will comply with all Standards and Criteria set out by the ***City of O’Fallon Subdivision and Development Control Ordinance***. If Applicant cannot comply with all requirements as outlined in the *Subdivision and Development Control Ordinance*, they must submit a written statement explaining the reason for non-compliance to the City of O’Fallon for review and approval.

- Please provide a NOI (Notice of Intention) – No grading until NOI 30 day “wait period” has cleared
- Please provide grading and erosion control Plan
- Is this grading for a subdivision or a single site? _____
- If this is for a subdivision, please provide a Letter of Credit

There shall be no excavation, grading or filling in any area designated as a 100-year flood zone as shown on the most current FEMA Flood Insurance Rate Map without the proper FEMA and IDNR approvals.

By acceptance and signing of this document, Applicant acknowledges the conditions and stipulations listed herein.

Applicant’s Signature

Approval by City of O’Fallon

Permit Fee _____
Date Issued _____

CITY OF O'FALLON, ILLINOIS
 SUBDIVISION ORDINANCE

SITE DEVELOPMENT AND GRADING PERMIT CHECK SHEET

Project Name _____ City No. _____

Initial Submittal ___ Yes ___ No

Resubmission # ___

Date _____

Owner

City
 Review
 Y N

Y N

- | | | | | |
|-----|-----|--|-----|-----|
| ___ | ___ | 1. Application for Permit: Application for a site development permit shall be made by the owner of the property or his/her authorized agent to the City of O'Fallon Community Development Department on a form furnished for that purpose. Each application shall bear the name(s) and address (es) of the owner or Developer of the site and of any consulting firm retained by the Applicant, together with the name of the Applicant's principal contact at such firm, and shall be accompanied by a filing fee paid to the City Clerk at a rate or rates established by written order of resolution of the City Council. Each application shall include certification that any land clearing, construction, or development involving the movement of earth shall be in accordance with the plans approved upon issuance of the permit. | ___ | ___ |
| ___ | ___ | 2. In making an application covered by this Manual, the Applicant or the landowner desiring performance of or allowing the work consents to the City's right to enter the site for the purpose of determining the adequacy of any plan, inspecting compliance with the approved plan or for performing any work necessary to bring the site into compliance with the approved plan. | ___ | ___ |
| ___ | ___ | 3. Application shall include a vicinity map in sufficient detail to enable easy location in the field of the site for which the permit is sought, and including the boundary line and approximate acreage of the site, existing zoning, and a legend and scale. | ___ | ___ |
| ___ | ___ | 4. Amendment of Plans: Major amendments of the site development or erosion and sedimentation control plans shall be submitted to the Director or City Engineer and shall be processed and approved or disapproved in the same manner as the original plans. Field modifications of a minor nature may be authorized by the Director by written authorization to the permittee. | ___ | ___ |
| ___ | ___ | 5. Variances are requested for this development (provide a list, description and justification for each variance requested on a separate sheet). | ___ | ___ |

6. A development plan of the site showing: Existing topography of the site and adjacent land within approximately one hundred (100) feet of the boundaries, drawn at no greater than two (2) foot contour intervals (one (1) foot contours, if ground slope less than three (3) percent) and clearly portraying the conformation and drainage pattern of the area. These are different requirements than mapping for the drainage planning submittal; The location of existing buildings, structures, utilities, streams, lakes, floodplains, wetlands and depressions, drainage facilities, vegetative cover, paved areas, and other significant natural or man-made features on the site and adjacent land within one hundred (100) feet of the boundary; A general description of the predominant soil types on the site, their location, and their limitations for the proposed use; Proposed use of the site, including present development and planned utilization; areas of clearing, stripping, grading, excavation, and filling; proposed contours, finished grades, and street profiles; provisions for storm drainage, including storm sewers, swales, detention basins and any other measures to control the rate of runoff, with a drainage area map, indications of flow directions, and computations; kinds and locations of utilities; and areas and acreages proposed to be paved, covered, sodded or seeded, vegetatively stabilized, or left undisturbed.

7. An erosion and sediment control plan showing all measures necessary to meet the objectives of this Ordinance throughout all phases of construction and permanently after completion of development of the site, including: Location and description, including standard details, of all sediment control measures and design specifics of sediment basins and traps, including outlet details; Location and description of all soil stabilization and erosion control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, kind and quantity of mulching for both temporary and permanent vegetative control measures, and types of non-vegetative stabilization measures; Location and description of all runoff control measures, including diversions, waterways, and outlets; Location and description of methods to prevent tracking of sediment offsite, including construction entrance details, as appropriate; Description of dust and traffic control measures; Locations of stockpiles and description of stabilization methods; Description of off-site fill or borrow volumes, locations, and methods of stabilization; Provisions for maintenance of control measures, including type and frequency of maintenance, easements, and estimates of the cost of maintenance; Identification (name, address, and telephone) of the person(s) or entity which will have legal responsibility for maintenance of erosion control structures and measures during development and after development is completed. The maintainers of permanent erosion control devices shall be identified as precisely as possible in the plan.

8. The proposed phasing of development of the site, including stripping and clearing, rough grading and construction, and final grading and landscaping. Phasing should identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, and the sequence of installation of temporary sediment control measures (including perimeter controls), clearing and grading, installation of temporary soil stabilization measures, installation of storm drainage, paving streets and parking areas, final grading and the establishment of permanent vegetative cover, and the removal of temporary measures. It shall be the responsibility of the Applicant to notify the Director or City Engineer of any significant changes which occur in the site development schedule after the initial erosion and sediment control plan has been approved. These submissions shall be prepared in accordance with the requirements of this Ordinance and the standards and requirements contained in the "Illinois Urban Manual", dated December 2002 or more recent publication date. (The Illinois Urban Manual is a compilation and updating of the "Standards and Specifications for Soil Erosion and Sediment Control" (the Yellow Book) published by the Illinois Environmental Protection Agency and the "Illinois Procedures and Standards for Urban Soil Erosion and Sedimentation Control" (the Green Book) prepared by the Northeastern Illinois Soil Erosion and Sedimentation Control Steering Committee).
9. A completed Notice of Intent (NOI) to the Illinois Environmental Protection Agency (IEPA), the general permit application to discharge stormwater due to construction site activities.
10. The Director will review each application for a site development permit to determine its conformance with the provisions of this Ordinance. The Director may also refer any application to the St. Clair or Madison County Soil and Water Conservation District and/or any other local government or public agency within whose jurisdiction the site is located for review and comment. Within thirty (30) days after receiving an application, the Director shall in writing: Approve the permit application if it is found to be in conformance with the provisions of this Ordinance, and issue the permit; Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this Ordinance, and issue the permit subject to these conditions; or Disapprove the permit application, indicating the deficiencies and the procedure for submitting a revised application and/or submission.

11. No site development permit shall be issued for an intended development site unless: The development, including but not limited to subdivisions and planned unit development, has been approved by the City where applicable, or; Such permit is accompanied by or combined with a valid building permit issued by the City, or; The proposed earth moving is coordinated with any overall development program previously approved by the City for the area in which the site is situated; and; All relevant federal and state permits (i.e., for floodplains and wetlands) relevant to soil erosion and sediment control have been received for the portion of the site subject to soil disturbance.
12. Failure of the Director to act on an original or revised application within thirty (30) days of receipt shall authorize the Applicant to proceed in accordance with the plans as filed unless such time is extended by agreement between the Director and the Applicant. Pending preparation and approval of a revised plan, development activities shall be allowed to proceed in accordance with conditions established by the Director.
13. Applicability: All clearing, grading, stripping, excavating, and filling which are subject to the permit requirements of this Ordinance shall be subject to the applicable standards and requirements set forth in this Section. Development which is exempted from the permit requirements of this Ordinance are still required to take actions to control erosion and sedimentation leaving that development site, and that those actions shall be generally consistent with this Section.
14. Special Precautions: If at any stage of the grading of any development site the Director determines by inspection that the nature of the site is such that further work authorized by an existing permit is likely to imperil any property, public way, stream, lake, wetland, or drainage structure, the Director or City Engineer may require, as a condition of allowing the work to be done, that such reasonable special precautions to be taken as is considered advisable to avoid the likelihood of such peril. "Special precautions" may include, but shall not be limited to, a more level exposed slope, construction of additional drainage facilities, berms, terracing, compaction, or cribbing, installation of plant materials for erosion control, and recommendations of a registered soils engineer and/or engineering geologist which may be made requirements for further work.

15. Site Design Requirements: On-site sediment control measures, as specified by the following criteria, shall be constructed and functional prior to initiating clearing, grading, stripping, excavating or fill activities on the site. For disturbed areas draining less than one (1) acre, filter barriers (including filter fences, straw bales, or equivalent control measures) shall be constructed to control all offsite runoff as specified in referenced handbooks. Vegetated filter strips, with a minimum width of twenty-five (25) feet, may be used as an alternative only where runoff in sheet flow is expected; For disturbed areas draining more than one (1) but less than five (5) acres, a sediment trap or equivalent control measure shall be constructed at the downslope point of the disturbed area; For disturbed areas draining more than five (5) acres, a sediment basin or equivalent control measure shall be constructed at the downslope point of the disturbed area; Sediment basins and sediment traps designs shall provide for both detention storage and sediment storage. The detention storage shall be composed of equal volumes of "wet" detention storage and "dry" detention storage and each shall be sized for the 2-year, 24-hour runoff from the site under maximum runoff conditions during construction. The release rate of the basin shall be that rate required to achieve minimum detention times of at least ten (10) hours. The elevation of the outlet structure shall be placed such that it only drains the dry detention storage; The sediment storage shall be sized to store the estimated sediment load generated from the site over the duration of the construction period with a minimum storage equivalent to the volume of sediment generated in one (1) year. For construction periods exceeding one (1) year, the one (1) year sediment load and a sediment removal schedule may be substituted.
16. Stormwater conveyance channels, including ditches, swales, and diversions, and the outlets of all channels and pipes shall be designed and constructed to withstand the expected flow velocity from the 10-year frequency storm without erosion. All constructed or modified channels shall be stabilized within 48 hours.
17. Disturbed areas shall be stabilized with temporary or permanent measures within seven (7) calendar days following the end of active disturbance, or redistribution, consistent with the following criteria. Appropriate temporary or permanent stabilization measures shall include seeding, mulching, sodding, and/or non-vegetative measures; Areas having slopes greater than twenty (20) percent shall be stabilized with sod, mat or blanket in combination with seeding, or equivalent.

- 18. Land disturbance activities in stream channels shall be avoided, where possible. If disturbance activities are unavoidable, the following requirements shall be met. Construction vehicles shall be kept out of the stream channel to the maximum extent practicable. Where construction crossings are necessary, temporary crossings shall be constructed of non-erosive material, such as riprap or gravel; The time and area of disturbance of stream channels shall be kept to a minimum. The stream channel, including bed and banks, shall be restabilized within 48 hours after channel disturbance is completed, interrupted, or stopped; Channel relocation should be avoided whenever possible. Whenever channel relocation is necessary, the new channel shall be constructed in the dry and fully stabilized before flow is diverted.
- 19. Storm sewer inlets and culverts shall be protected by sediment traps or filter barriers meeting accepted design standards and specifications, but implemented in a manner which will avoid unacceptable flooding of public streets.
- 20. Soil storage piles containing more than ten (10) cubic yards of material shall not be located with a downslope drainage length of less than twenty-five (25) feet to a roadway or drainage channel. Filter barriers, including straw bales, filter fence, or equivalent, shall be installed immediately on the downslope side of the piles.
- 21. If dewatering devices are used, discharge locations shall be protected from erosion. All pumped discharges shall be routed through appropriately designed sediment traps or basins, or equivalent.
- 22. Each site shall have graveled (or equivalent) entrance roads, access drives, and parking areas of sufficient length and width to prevent sediment from being tracked onto public or private roadways. Any sediment reaching a public or private road shall be removed by shoveling or street cleaning (not flushing) before the end of each workday and transported to a controlled sediment disposal area.
- 23. All temporary and permanent erosion and sediment control practices must be maintained and repaired as needed to assure effective performance.
- 24. All temporary erosion and sediment control measures shall be disposed of within thirty (30) days after final site stabilization is achieved with permanent soil stabilization measures. Trapped sediment and other disturbed soils resulting from the disposition of temporary measures should be permanently stabilized to prevent further erosion and sedimentation.

25. Maintenance of Control Measures: All soil erosion and sediment control measures necessary to meet the requirements of this Ordinance shall be maintained periodically by the Applicant or subsequent land owner during the period of land disturbance and development of the site in a satisfactory manner to ensure adequate performance. Effective maintenance of control measures is critical to their success and shall be budgeted into the erosion and sediment control plan. Particular emphasis shall be placed on the following types of maintenance needs: repair and replacement of sediment barriers, such as straw bales; removal of excess accumulated sediment from traps, basins, and channels; irrigation, fertilization, or reseeding of vegetatively stabilized areas; repair of scour or gully development on slopes and in channels; removal of sediment from roadways; and control of dust.

26. Inspection: The Director, City Engineer, or their designees shall make inspections as hereinafter required and shall either approve that portion of the work completed or shall notify the permittee wherein the work fails to comply with the site development or erosion and sedimentation control plan as approved. Plans for grading, stripping, excavating, and filling work bearing the stamp of approval of the Director shall be maintained at the site during progress of the work. In order to obtain inspections and to ensure compliance with the approved erosion and sediment control plan, the site development or building permit, and this Ordinance, the permittee shall notify the Director within two (2) working days of the completion of the construction stages.

27. Upon completion of installation of sediment and runoff control measures (including perimeter controls and diversions), prior to proceeding with any other earth disturbance or grading; After stripping and clearing; After rough grading; After final grading; After seeding and landscaping deadlines, and; After final stabilization and landscaping, prior to removal of sediment controls.

This check sheet is not intended to be an exhaustive listing of items to be reviewed by the City. It is a guide to assist with the preparation of site development permit and subsequent review by the City of O'Fallon.

COMPLETED AND SUBMITTED BY:

Engineer/Surveyor Date

Owner Date

REVIEWED BY CITY OF O'FALLON

Engineering Date

Community Development Date

Initial Submittal Date _____