

CITY OF TOWN AND COUNTRY
1011 Municipal Center Drive
Town and Country, MO 63131-1101
(314) 432-6606 FAX 432-1286



SITE IMPROVEMENT PERMIT APPLICATION

Please submit this application with 3 sets of Improvement Plans.

Permit No. _____ Application Date _____

Project Location or Lot No.. _____

Zoning District _____ Approved By Ordinance No. _____ Date _____

Name of Subdivision _____ Plat No.. _____

Trustees? Yes _____ No _____

Development to be used as _____

Developer _____ Phone No. _____

Address _____ City _____ Zip _____

Design Engineers (s) _____ Phone No. _____

Address _____ City _____ Zip _____

Estimated Total Costs For Site Improvements Developed by the Design Engineer (s) _____

Itemized cost breakdown attached.

NOTE: THE METROPOLITAN ST. LOUIS SEWER DISTRICT MAKES INSPECTIONS ON ALL SANITARY SEWER INSTALLATIONS WITHIN THE CITY AND STORMWATER INSTALLATIONS LOCATED IN THE AREAS OF JURISDICTION OF THE DISTRICT. ST. LOUIS COUNTY MAKES INSPECTIONS OF ALL INSTALLATIONS LOCATED WITHIN THE RIGHTS OF WAY OF COUNTY-MAINTAINED ROADWAYS. THE CITY MAKES INSPECTIONS OF ALL OTHER SITE IMPROVEMENTS.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, THAT THE INFORMATION IS CORRECT AND THAT I AM THE OWNER OR DULY AUTHORIZED, AS AN AGENT, TO ACT IN HIS BEHALF. I HEREBY AGREE TO COMPLY WITH ALL APPLICABLE REQUIREMENTS AND ORDINANCES OF THE CITY OF TOWN AND COUNTRY IN PERFORMING THE SITE IMPROVEMENTS IN ACCORDANCE WITH THE APPROVED PLANS AND ALLIED CONSTRUCTION AND IS NOT A LICENSE UNTIL APPROVED. A SITE IMPROVEMENT PERMIT WILL BE ISSUED FOLLOWING APPROVAL OF THE SITE IMPROVEMENT PLANS AND PAYMENT TO THE CITY OF A FEE CALCULATED AT ONE PERCENT OF THE ESTIMATED TOTAL COST OF SITE IMPROVEMENTS.

Signed: _____ Title: _____

Approved By: _____ Date: _____

This Permit Expires 24 Months From Effective Date
It Is The Responsibility of the Contractor To Call for Inspections 24 Hours in Advance of Work

CITY OF TOWN AND COUNTRY

SITE IMPROVEMENT PERMIT INSTRUCTIONS

The following items, but not limited to, are normally included in determining the cost of a Site Improvement Permit. The City Engineer shall obtain estimates of the quantities and costs of the various items of work from the developer's engineer, verify the quantities and submit a total cost to the developer or his agent prior to issuing the Site Improvement Permit.

1. Clearing and grubbing.
2. Demolition of existing structures.
3. Grading.
4. Storm Sewers (including detention).
5. Sanitary sewers.
6. Street paving and striping.
7. Curb and gutters.
8. Sidewalks.
9. Street lights.
10. Street signs.
11. Water service (contract).
12. Monuments.
13. Erosion control.
14. Siltation control.
15. Retaining walls.
16. Landscaping.

The Public Works Director will be notified 48 hours in advance for the required inspection of the work to be inspected.

A certificate that the Storm Water retention facilities were constructed in compliance with the approved plans shall be submitted by the engineer who prepared the plans, prior to release of escrow or issuance of Occupancy Permit.

Construction Site Stormwater Pollution Prevention Inspection Report

Project Site:	Date:	Type of Inspection: <input type="checkbox"/> Complaint Inspection <input type="checkbox"/> Weekly Routine <input type="checkbox"/> Storm Related <input type="checkbox"/> Return Compliance <input type="checkbox"/> Random
Project Owner:	Time:	Construction Stage: <input type="checkbox"/> Initial Grading <input type="checkbox"/> Utilities and Infrastructure <input type="checkbox"/> Paving <input type="checkbox"/> Buildings, Structures and Final Site Stabilization <input type="checkbox"/> Other _____
Permit #:	Weather:	
Primary Contact:	Phone:	

Erosion Controls	Effective			Sediment Controls	Effective		
	Yes	No	NA		Yes	No	NA
Temporary Seeding				Silt Fence			
Permanent Seeding				Compost Filter Berm			
Mulching				Compost Sock			
Sodding				Wattle or Filter Sock			
Vegetative Filter Strips				Sediment Basin			
Compost Blankets				Sediment Trap			
Rolled Erosion Control Products (RECPs)				Stabilized Construction Entrance			
Turf Reinforcement Mats				Inlet Protection			
Other Controls (specify)				Flocculants			
Velocity Controls	Yes	No	NA	Surface Roughening			
Grass Channel				Other Controls (specify)			
Flow Transition Mat							
Diversion Structure							
Outlet Protection							
Temporary Slope Drain							
Level Spreader							
Triangular Site Dike (other controls specify)							

Inspection Comments & Site Observations:

Name: _____ **Date:** _____

Stormwater Pollution Prevention Plan Review Checklist

PROJECT NAME: _____

PROJECT ADDRESS: _____

DESIGN PROFESSIONAL CONTACT INFO:

Name: _____

Title: _____

Company: _____

Email address: _____

Phone Number: _____

City, State, Zip: _____

OWNER / OPERATOR CONTACT INFO:

Name: _____

Title: _____

Company: _____

Email address: _____

Phone Number: _____

City, State, Zip: _____

RESOURCES:

- City of Town & Country Municipal Code:

<https://ecode360.com/TO3450>

- It is suggested that the designer uses SWPPP resources provided by the State of Missouri Department of Natural Resources available through the following link:

<https://dnr.mo.gov/env/wpp/stormwater/sw-land-disturb-permits.htm>

BASIC PLAN:

The basic plan is used for sites with less than 1 acre of disturbance. These should use the following checklist.

General information:

- Owner/Operator name, legal address, phone number.
- Sealed and Signed Site Plan (multiple sheets as necessary) developed in accordance with Sections 405.260(A)(1)(a) through 405.260(A)(1)(i) of the Town and Country Municipal Code.
- Sealed and signed engineer's calculations of differential water runoff on lot before and after new construction to insure compliance with Sections 415.100, 415.105, 415.110 and 415.120 of the Town and Country Municipal Code.
- Landscape plan showing materials to be maintained and proposed new materials.

FULL PLAN:

The full plan is used for sites with greater than or equal to one acre of disturbance. In addition to the items listed in the basic permit above, these should use the following checklist to ensure that their erosion and sediment control plans are in compliance with federal, state, and local regulations.

- Sealed and signed engineer's calculations of differential water runoff on lot before and after new construction to insure compliance with Sections 415.100, 415.110 and 415.120 of the Town and Country Municipal Code.
- All natural resources as defined in section 405.335 Natural Resource Protection Standards subsections (B) through (F)
- Boundaries of existing predominant vegetation and proposed limits of disturbance.
- Boundary and acreage of upstream watershed.
- Location and size of staging areas, equipment storage areas borrow pits, waste areas and concrete washout areas.
- Location and flow paths of existing and proposed conveyance systems such as channels, swales, culverts and storm drains.
- Location, size, maintenance access and limits of disturbance of proposed temporary and permanent stormwater management and erosion and sediment control practices, including timing and duration of temporary practices.
- Plans stamped and signed by qualified professional (must be a licensed professional on plans with engineered practices).

Erosion and Sediment Control Plans and Vegetative Measures:

- Description of temporary and permanent structural and vegetative measures for soil stabilization, runoff control and sediment control for each stage of the project from initial land clearing and grubbing to project close-out.
- Material specifications, dimensions, installation details and operations and maintenance requirements for erosion and sediment control practices, including the location and sizing calculations for any temporary sediment basins.

- Site map/construction drawings(s) showing the specific locations, sizes, and lengths of each erosion and sediment control practice.
- Inspection and Maintenance schedule to ensure continuous and effective operation of the erosion and sediment control practices.
- Description of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from exposed areas of the site to the degree practicable.
- Construction phasing and sequencing plan describing the intended sequence of construction activities, including clearing and grubbing, excavation and grading, implementation, timing and duration of temporary permanent erosion and sediment control practices, installation of utilities and infrastructure, any other soil disturbing activity, and acreage to be disturbed in each phase
- Final landscaping plans for structural stormwater management practices and any reforestation or vegetation.
- Description of pollution prevention measures to control construction litter, processes, chemicals and debris.

Misc:

- Weekly and post storm event inspection checklist identifying measures to be inspected by a qualified site inspector. See attached sample checklist.

INSPECTION PROFESSIONAL CONTACT INFO:

Name: _____

Title: _____

Company: _____

Email address: _____

Phone Number: _____

City, State, Zip: _____

- Post-construction maintenance schedule to ensure continuous and effective operation of each post-construction stormwater control practice, including monitoring and maintenance frequency, identification of responsible parties, description of applicable easements, vegetative requirements, access and safety issues, and testing and disposal of sediments as they are removed.

Received by: _____

Date: _____