



Land Disturbance Permit Worksheet

This Land Disturbance Permit (LDP) Worksheet references Municipal Code Chapter 14 Article III. Please read and complete Sections A through C to determine whether a LDP is required and how to proceed.

Section A. Qualifiers – Check all that apply

- Any activity that changes the physical conditions of landform, vegetation and hydrology, creates bare soil, or otherwise may cause erosion or sedimentation. Such activities include, but are not limited to:
 - Clearing, removal of vegetation, stripping, grading, grubbing, excavating, filling, logging and storing of materials.
- Any new development or redevelopment that cumulatively disturbs equal to one (1) acre or more of land and must complete a SWP3 in accordance with Section 14-108.
- Utility construction.

Section B. Exemptions – Check all that apply

- Residential land disturbance activities that cumulatively disturb less than one (1) acre and are not part of a larger common plan of development or sale that disturbs a cumulative area of 1 acre or more. Residential projects less than one (1) acre shall implement effective erosion and sediment control techniques in accordance with City BMP standards.
- Work to correct or remedy emergencies, including situations that pose an immediate danger to life or property or substantial flood or fire hazards.
- Agricultural uses and nursery operations.
- Land disturbance activities specifically authorized by a building permit that includes an erosion and sediment control plan covering the entire area of disturbance. This exemption is not intended to exempt the building permit from erosion and sediment control requirements provided by Section 14-305.
- Land disturbance activities in the Special Flood Hazard Area shall adhere to the City of Ottawa Zoning Regulations, Article 19.
- Linear utility projects with less than 1,000 feet of cumulative open trench construction that are located outside the boundaries of a development project.

Section C. Results

- If items are checked in **Section A and Section B**, a LDP Permit is not required. However, there are still requirements to employ applicable BMPs included in standard details provided by the City. For persons not subject to permit requirements, any pollutants or sediment found emanating from a site or parcel may constitute a violation of Chapter 14 Article II.
- If items are checked in **Section A but not Section B**, a LDP Permit is required. Continue to pages 2 through 4 for further instruction.

Required documents for LDP application:

- Construction documents that indicate location, extent, and nature of work proposed.
- Site plan with an engineer scale showing all of the following:
 - Size and location of new construction.
 - Existing structures on the site.
 - Legal description of the lot tract or parcel.
 - Grading plan.
 - Drainage map.
 - Erosion and sediment control plan.

Erosion and Sediment Control Plan design requirements:

- Provide for the control of other pollutants related to the land disturbance activity including but not limited to:
 - Discarded building materials
 - Concrete truck washout
 - Fuel
 - Hydraulic fluids
 - Chemicals
 - Litter
 - Sanitary wastes.
- Cut and fill slopes shall not exceed 3:1, except as approved by the City Engineer.
- Must not obstruct any existing or built drainage ways.

Erosion and Sediment Control Plan:

- A natural resources map identifying soils, forest cover, and resources.
- A sequence of construction of the development site, including:
 - Stripping and cleaning.
 - Rough grading.
 - Construction of utilities, infrastructure, and buildings.
 - Final grading and landscaping.
 - Expected date on which clearing will begin.
 - Estimated duration of exposure of cleared areas.
 - Areas of clearing.
 - Installation of temporary erosion and sediment control measures.
 - Establishment of permanent vegetation.
- Seeding:
 - Mixtures and rates.
 - Types of sod.
 - Method of seedbed preparation.
 - Expected seeding dates.
 - Type and rate of lime and fertilizer application.
 - Kind any quantity of mulching for both temporary and permanent vegetative control measures.
- Provisions for maintenance of control facilities,
 - including easements
 - estimates of the cost of maintenance

Sediment & Erosion Control requirements include, but are not limited to:

- Special techniques for steep slopes or in drainage ways shall be used to ensure stabilization.
- Soil stockpiles must be stabilized or covered at the end of each workday.
- The entire site must be stabilized, using a heavy mulch layer or another method that does not require germination to control erosion, at the close of the construction season.
- Techniques shall be employed to prevent the blowing of dust or sediment from the site.
- Techniques that divert upland runoff past disturbed slopes shall be employed.
- Where land disturbance activities have temporarily or permanently ceased on a portion of a project site for over 14 consecutive days, the disturbed areas shall be protected from erosion by stabilizing the areas with mulch or other similarly effective soil stabilizing BMPs.
- Settling basins, sediment traps, or tanks and perimeter controls.
- Settling basins that are designed in a manner that allows adaptation to provide long-term stormwater management.
- Protection for adjacent properties by the use of a vegetated buffer strip in combination with perimeter controls.

Construction site access requirements must include:

- A temporary access road provided at all sites.
- Other measures required by the City Engineer in order to ensure that sediment is not tracked into public streets by construction vehicles or washed into stormwater drains.

Inspection (Municipal Code 14-307):

Initial Inspection. The permit holder shall notify the City when initial erosion and sediment control measures are installed in accordance with the Erosion and Sediment Control Plan. **No land disturbance activities shall begin prior to approval** from the City that all pre-construction erosion and sediment control measures are correctly installed per the approved plan.

Maintenance of Control Measures. All prescribed erosion and sediment control measures shall be maintained in good order and in compliance with the Erosion and Sediment Control Plan at all times.

Routine Inspection. It shall be the duty of the permit holder to routinely inspect the construction site and maintain effective Erosion and Sediment Control measures. Routine inspections shall be performed once every 14 days and within twenty-four hours following each rainfall event of ½" or more within any twenty-four hour period. A log shall be kept of these inspections. Any deficiencies shall be noted in a report of the inspection and include the action taken to correct the deficiency. Inspection reports shall be submitted to the City Manager upon request.

The inspection report shall include the following minimum information:

- Inspectors name
- Date of inspection
- Observations relative to the effectiveness of the erosion and sediment control measures.
- Actions necessary to correct deficiencies
- Signature of person performing the inspection

The City may also perform inspections of the land disturbance activity site to verify compliance with the Erosion and Sediment Control Plan. Should it be found that erosion and control methods are ineffective or are not being maintained properly, the City may take enforcement actions described in Article I, Section 14-104.

See Municipal Code 14-304 for expiration, suspension, and revocation of permits.

Closure of a Land Disturbance Permit (LDP) is independent of the closure of other permits.

Closure of a Stabilized Site:

- Perennial vegetation, pavement, buildings, or structures using permanent materials must cover all areas that have been disturbed.
- In areas where perennial vegetation is used as the final stabilization method, the vegetation must be established as a healthy and growing stand with a density of at least 70% coverage in that area.

Closure of a Partially Stabilized Site:

- A LDP shall be closed upon issuance of a subsequent LDP covering all remaining unstabilized areas. Closure of a LDP shall be completed by obtaining a satisfactory final inspection and issuance of a certificate of compliance.
- Timing of final inspections for LDPs shall conform to the following:
 - Phased residential development, where the permit holder seeks closure of the entire site subject to the permit:
 - A final inspection can be completed after 80% of the housing units in the associated final plat have received final certificates of occupancy, or a minimum of three years after issuance of the first building permit for a housing unit. Additionally, no final inspection can be made before any temporary BMPs serving more than one lot are no longer needed and are removed.
 - Development other than phased residential development:
 - A final inspection can occur when all temporary BMPs serving more than one lot are no longer needed and are removed.
 - Single-family or two-family construction only:
 - The holder of a LDP that includes multiple lots shall no longer be responsible for activities that occur on an individual lot for which all dwellings have received certificates of occupancy. In that event there shall be a final inspection of that lot and partial closure of the land disturbance permit prior to or at the time of issuance of a certificate of occupancy.

Removal of Temporary Erosion and Sediment Control Measures

Subsequent to a satisfactory final inspection of the land disturbance, all temporary erosion and sediment control measures must be removed and the final segments of the storm sewer system shall be constructed in the manner described within the approved plans. Such removal shall be complete prior to closure of the permit that authorized the land disturbance.