

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 Section 412 in the Unified Development Ordinance 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 plan 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.

CONTRACTOR SUBMITTAL CHECKLIST

9. The following submittals are required prior to temporary & permanent seeding:
 - a. Soil test report
 - b. Seeding date
 - c. Fertilization mixture & rate
 - d. Seed mixture(s) and rate(s), supplier, purity percentage
 - e. Mulching material(s) and application rate(s)
 - f. Mowing height and schedule

Seeded areas shall be re-fertilized 4 weeks after initial seeding. All areas identified as bare and sparse (less than 30% ground cover) during the inspection shall be re-seeded and mulched. Grass shall not be cut until 4 inches of growth occurs.

10. Provide a copy of the storm water pollution prevention plan (SWPPP) for the project (if required).

LAND DISTURBANCE PRE-CONSTRUCTION MEETING
St. Charles County Government
Community Development Department
Development Review

Permit #: _____ **Date:** _____

Project Name: _____

Project Address: _____

Citizen Serve Account # _____ **Password:** _____

Attendance List:

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

Phone (day): _____ **(night):** _____

Name: _____ **Email:** _____

Job Title/Area of Responsibility: _____

LAND DISTURBANCE PRE-CONSTRUCTION MEETING
St. Charles County Government
Community Development Department
Development Review

Meeting Checklist:

___ **Attendance list filled out and proper contact information recorded**

___ **Notification of all construction activities, i.e. start date, approximate date of land disturbance, project phasing, special project considerations.**

___ **Explanation of Weekly Inspection Log and Inspection requirements. Distribution of weekly inspection forms.**

___ **Review of proposed Erosion and Sediment Control measures and installation schedule.**

___ **Maintenance Schedule for all Erosion and Sediment Control measures.**

___ **Procedure review for change of all Erosion and Sediment Control measures.**

___ **Transfer of responsibility.**

___ **Receipt and understanding of Section 412.190 of the Unified Development Ordinance for St. Charles County which outlines Surface Stabilization Requirements.**

___ **Receipt and understanding of Section 412.200 of the Unified Development Ordinance for St. Charles County which outlines Earthwork Requirements.**

___ **Receipt and understanding of Section 412.210 of the Unified Development Ordinance for St. Charles County which outlines Stormwater Conveyance Requirements.**

___ **Receipt and understanding of Section 412.220 of the Unified Development Ordinance for St. Charles County which outlines Sediment Control Requirements.**

___ **Receipt of Permit for Land Disturbance.**

ATTENDEE SIGNATURE: _____ **DATE:** _____

NOTES:

LAND DISTURBANCE WEEKLY CHECKLIST

St. Charles County Government

Community Development Department

Development Review Division

201 N. Second Street, Suite 410, St. Charles, MO 63301, 636-949-7900 ext. 7147, fax 636-949-7529

This form is to be filled out weekly, and after a 1" rain event within 24 hours. This form is to be sent on a weekly basis to Paul Mueller, Erosion Control Inspector, through the portal or at Fax 636-949-7529 or by email at pmueller@sccmo.org.

Permit No.: _____ **Week Ending:** _____

Project Name: _____

Project Address: _____

Contractor: _____

Inspected By: _____ **Phone:** _____

____ Weekly Inspection

____ Post Event

Site Observations:

Satisfactory Deficient Replace

Perimeter Protection _____

Stock Piles Stabilized _____

Sediment Control for Disturbed Areas _____

Ditch Checks _____

Diversion Channels _____

Inlet Protection _____

Sediment Basins/Traps _____

Erosion at Discharge Points _____

Creek Degradation _____

Vegetative Cover _____

Filter Strips, Level Spreaders _____

Wash-Off Operation _____

Nuisance Control _____

Attach additional sheets if necessary

Areas where land disturbance activities started: _____

List problem areas and corrective steps taken: _____

Inspector's Signature: _____ **Date:** _____

SECTION 412.190: SURFACE STABILIZATION REQUIREMENTS

A. Surface Stabilization Techniques.

Bare ground must be stabilized by vegetation, rock surfacing, erosion control blankets and netting, soil binders, structural topping, like concreting, or other techniques authorized by the Design Manual or approved pursuant to Section 412.180, above. With respect to vegetation, the following provisions shall also apply.

1. Temporary seeding shall be used if the area will be disturbed later in the development. The area must be vegetated by permanent seeding or sodding, when no further land disturbance will occur.
2. Seeding, fertilizing, and mulching shall be applied at the rates and times specified in the Design Manual.
3. Mulch can be used as temporary cover in unseeded areas to protect against erosion over the winter or until final grading and shaping can be accomplished. Application rates are shown in the Design Manual.
4. Temporary seeding and mulching shall be placed on 70% of the total disturbed site area according to the stabilization schedule.
5. Temporary seeding may be suspended in portions of the project area which have an active building permit. Upon completion of the building activity, the site must be permanently stabilized.
6. Seeded areas shall be re-fertilized 4 weeks after initial seeding. The seeded area shall be inspected at that time for uniform cover and adequate density. All areas which are bare and sparse (less than 30% ground cover) shall be re-seeded and mulched.
7. Non-degradable mats shall be used only as a permanent installation, and in areas that will not be mowed.

B. Surface Stabilization Schedule.

Land disturbance activities shall be scheduled as provide in the table below:

Exhibit 5 - Soil Stabilization Schedule

Soil Disturbance Activity or Condition	Required Stabilization Time
Soil disturbance has ceased in areas greater than 2000 square feet.	14 days
After construction of dikes, swales, diversions, and other concentrated flow areas	5 days
When slopes are steeper than 3 horizontal to 1 vertical	7 days
When slopes are greater than 3% and longer than 150 feet.	14 days
Perimeter controls around soil stockpiles.	End of workday
Stabilization or covering of inactive stockpiles.	30 days
When land disturbance is completed, permanent soil stabilization must be installed.	30 days

C. Land Disturbance Phasing.

Land disturbance activities should be scheduled in stages of development, so that only the areas that are actively being developed are exposed. Land disturbance areas exceeding ten acres may require phasing, if the Director of Development Review determines that runoff from the Land Disturbance Area may adversely affect other property.

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SECTION 412.200: EARTHWORK REQUIREMENTS

1. Surface water shall be diverted from the face of all cut and fill slopes exceeding 8 feet in vertical elevation.
2. Slope breaks shall be provided whenever the vertical elevation of any slope exceeds 20 feet.
3. Diversion berms shall not exceed 800 feet in length.
4. No excavation shall be made so close to the property line to endanger any adjoining public or private street without supporting and protecting such public or private street or property from settling, cracking or other damage.
5. No fill material shall be placed so as to cause or to allow the same to be deposited upon or to flow onto another property without written consent of the owner.
6. No fill material shall be placed so as to cause or to allow the same to be deposited upon or to flow onto any public street, walk, place or way, nor so close to the top of a bank of a channel as to create the possibility of bank failure.
7. Materials for fills shall consist of material obtained from excavation of banks, borrow pits or other approved source. Material shall be free of vegetative matter and deleterious material and shall not contain large rocks or lumps except as certified by a geotechnical engineer to be acceptable fill material.
8. No cut or fill slope shall be made steeper in slope than three (3) horizontal to one vertical without a geotechnical report and approval by the Director of Development Review.
9. Individual and isolated slopes, rock dikes, undisturbed natural slopes and slopes blending with the natural terrain may be steeper than the requirements as approved by the Director of Development Review.
10. All fills and trench backfills shall be compacted to the minimums as defined in the Design Manual. Compaction of fills and backfills must be certified by a geotechnical engineer.
11. Solid rock, shale, tree stumps, masonry, and other obstructions shall be removed to a depth of two (2) feet below finished grade or pavement subgrade.

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SECTION 412.210: STORMWATER CONVEYANCE REQUIREMENTS

Temporary conveyance of stormwater during land disturbance activities depends upon the peak runoff for the design storm, and a suitable method to prevent erosion after construction. The requirements listed below shall be used for temporary conveyance of stormwater.

1. All drainage shall be designed to transport surface waters to the nearest practical storm drain, natural watercourse or street as approved by the Director of Development Review.
2. Diversion channels and ditches are to be designed to a non-erosive velocity as defined in the Design Manual or the geotechnical report required by Section 412.060 (B1). Diversion ditch length shall not exceed 800 lineal feet.
3. A rock outlet is required at all pipe and improved channel discharges to open watercourses. The maximum design velocity shall be 10 feet per second (fps). If the discharge velocity exceeds 10 fps, an engineered energy dissipater may be required, as determined by the Director of Development Review.

SECTION 412.220: SEDIMENT CONTROL REQUIREMENTS

1. A temporary construction vehicle wash-off pad is required to avoid tracking mud onto public roads and must be located where construction traffic leaves the site. The Permittee shall remove any mud, sediment or debris tracked onto public roads by sweeping or other mechanical means.
2. Sediment basins shall be used to meet water quality discharge requirements and pre-developed runoff rates during land disturbance activities. Sediment basins shall be designed for the following criteria.
 - a. Sediment volume shall be determined from the Natural Resources Conservation Service's Revised Universal Soil Loss Equation (RUSLE).
 - b. Wet volume shall contain the total runoff produced from the 6-month 24-hour storm.
 - c. Dewatering time shall be 24 hours for the total volume of wet storage of the basin.
 - d. The outlet must be designed to convey the peak 10-yr runoff with a minimum one foot freeboard between the water surface of the outlet and the top of the basin embankment.
 - e. Other sizing requirements are described in the Design Manual.

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