

REQUIRED ELEMENTS FOR ALL SITE DEVELOPMENT PERMITS

The following information shall be included with every Site development Permit application.

Plan Preparer (P) and Reviewer (R) must initial one of three boxes:

Yes – Required component is included in the plan as a map and/or within documentation

No – Required component is not included in the plan as a map and/or within documentation.

N/A – Required component is not applicable to this site. Documentation must state the reason that required component is not applicable

Yes		No		NA		Required Plan Component
P	R	P	R	P	R	
<i>Narrative Elements</i>						
						<u>Letter of transmittal</u> : A brief description of the nature and purpose of the land disturbance activity including: the surface area involved, excess spoil material, and use of borrow material.
						<u>Name, address and telephone number</u> : The name, address, and telephone number of the owner/lessee, permittee, operator and the developer of the property where the land disturbing activity is proposed.
						<u>Existing site conditions</u> : A description of the pre-construction topography, vegetation, drainage.
						<u>Adjacent areas</u> : A description of neighboring areas, such as streams, lakes, residential areas, and roads that might be affected by the land disturbance.
						<u>Soils</u> : A brief description of the surface and subsurface soils on the site.
						<u>Critical areas</u> : A description of areas within the developed site that have potential for serious erosion or sediment problems.
						<u>Trash and other construction waste</u> : A description of methods used to control construction trash and construction waste and debris.
						<u>Erosion and sediment control measures</u> : A description of the methods that will be used to control erosion and keep sediment on the site. Temporary erosion control, and temporary sediment control measures. Vegetative measures used in temporary and permanent erosion control. Who will be responsible for implementation?
						<u>Permanent stabilization</u> : A brief description of how the site will be stabilized after construction is completed.
						<u>Maintenance</u> : A schedule of regular inspections and repairs of erosion and sediment control structures, and the person responsible for maintenance for the duration of the permit.
<i>Map Elements</i>						
						<u>Existing contours</u> : Existing 2-foot elevation contours of the site.
						<u>Preliminary and final contours</u> : Proposed changes in the existing elevation contours for pre and post grading.
						<u>Extent of land disturbance</u> : A map showing the proposed extent of land disturbance activity including: the surface area involved, and excess spoil material storage.
						<u>Soils</u> : If one soil does not dominate the site by 60% or greater, than the boundaries of the different soil types within the proposed development should be included on the map. Otherwise include a brief description on the map detailing the soil type and composition of the surface and subsurface soils.
						<u>Easily erodible</u> . A designation of the site's areas that have the potential for serious erosion problems.
						<u>North arrow and Scale</u>
						<u>Vicinity Map</u> A general neighborhood location map with sufficient scale to show the adjoining properties, surrounding area's watercourses, water bodies, streets, and other significant geographic features.

Yes		No		NA		Required Plan Component	
P	R	P	R	P	R		
<i>Maps Elements (continued)</i>							
						<u>Existing and final drainage patterns</u> : A map showing the dividing lines and the direction of flow for the different drainage areas before and after development, and how well off-site water passes through the site without contamination.	
						<u>Erosion and sediment control measures</u> : Locations, names, and dimensions of the proposed temporary and permanent erosion and sediment control measures.	
						<u>Storm drainage system</u> : Location of permanent storm drain inlets, pipes, outlets, and other permanent drainage facilities (swales, waterways, etc.), draining water on or near the site.	
						<u>Watercourse delineation</u> : A clear and definite delineation of any wetlands, natural or artificial water storage detention areas, lakes, wetlands and watercourses on site or impacted by runoff from the site.	
<i>Detail Elements</i>							
						<u>Final site stabilization</u> : Design details describing the methods used to ensure final site stabilization. This will include the vegetative means used to obtain 70% ground cover before perimeter controls are removed. The preferable method is the development of a landscaping plan.	
						<u>Structural design</u> : Design details for both temporary and permanent erosion control and retention structures.	
						<u>Maintenance program</u> : Inspection schedule, spare materials needed, stockpile locations, and instructions for sediment removal and disposal and for repair of damaged structures.	
						A chronological construction schedule and time frame including, at a minimum, the following activities: <ul style="list-style-type: none"> • Clearing and grubbing of those areas necessary for installation of perimeter erosion control devices • Construction of perimeter erosion control devices • Remaining interior site clearing and grubbing • Installation of permanent and temporary stabilization measures • Road grading • Grading for the remainder of the site • Utility installation and whether storm drains will be used or blocked after construction • Building, parking lot, and site construction • Final grading, landscaping and/or stabilization • Implementation and maintenance of final erosion control structures • Removal of temporary erosion control devices 	
The Business Council, upon the advice of the Land and Natural Resources Manager and Community Engineer, may require any additional information or data deemed appropriate and/or may impose such condition thereto as may be deemed necessary to ensure compliance with the provisions of the Tribal Manual of Approved Erosion Control and Storm Water Management Practices; and to protect the natural resources of the Community.							
I understand that any and all inspections may be withheld if the erosion, sediment and storm water control measures are not installed and maintained as described in the Erosion and Sediment Control Plan and/or the Storm Water Pollution Prevention Plan. I understand that the tribe may issue stop work orders and/or monetary penalties as enforcement measures. I understand that if the control measures are not installed and maintained properly the tribe may complete the work at the expense of the Permittee (s) overseeing the site disturbance.							
Signature and title of Plan Preparer:			Date:		Signature of Plan Reviewer:		Date:
_____			_____		_____		_____
Signature of contractor or subcontractor overseeing site disturbance:					Date:		
_____					_____		