



Shakopee Mdewakanton Sioux Community

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Site Development Permit Required Elements Checklist

For Projects Disturbing Between 10,000 ft² and 1 Acre

The following checklist and the required documents shall be included with every Site Development Permit application disturbing between 10,000 square feet and 1 acre. Check or initial each item on the list below and sign the form before submittal. All document submittals shall be digital. Permit applications that are missing information will not be reviewed until all materials are received.

The SMSC reserves the right to require additional information deemed appropriate and/or may impose conditions deemed necessary to ensure compliance with SMSC ordinances and policies, and to protect the natural resources of the Community.

Applicant	Required Documents to be Submitted with Site Development Permit Application	Office Review
	Narrative A text based document detailing the required narrative elements as described in this checklist.	
	Figures Map or survey document(s) detailing the required elements as described in this checklist.	
	Required Elements Checklist A complete and signed copy of this checklist.	

Applicant		Narrative Elements	Office Review
Complete	NA		
		Project Description* A brief description of the nature and purpose of the land disturbance activity including: the area of disturbance, excess spoil material, and use of borrow material.	
		Contact Information The names, addresses, emails and phone numbers of the site owner/lessee, the applicant/permittee, and the contractor for the proposed land disturbing activity.	
		Existing Site Conditions A description of the preconstruction topography, vegetation, drainage and any infrastructure present.	
		Adjacent Areas A description of neighboring areas, such as wetlands, residential areas, and roads that might be affected by the land disturbance.	
		Soils A brief description of the surface and subsurface soils on the site.	
		Critical Areas A description of areas within the site that have potential for serious erosion or sediment problems.	
		Waste and Construction Material Controls A description of methods used to control trash, construction debris, hazardous materials and concrete washouts.	
		Erosion and Sediment Control Measures** A description of and design details for the methods that will be used to control erosion and keep sediment on the site. This includes all temporary, vegetative and permanent measures used on	

		and adjacent to the site. Include a designation of who will be responsible for implementation.	
		Erosion and Sediment Control Maintenance A schedule of regular inspections and instructions for repairs of erosion and sediment control structures. Include the contact information for the person responsible for maintenance for the duration of the permit.	
		Permanent/Final Stabilization A description of the methods used to ensure final site stabilization. This includes the vegetative means used to obtain 70% ground cover before perimeter controls are removed. If a landscaping plan is underway, detail the proposed methods to stabilize the site until the landscaping plan is able to be implemented.	
		Soil Stabilization Timeline Include a construction note stating: "Following initial soil disturbance or redistribution, permanent or temporary stabilization shall be completed within seven (7) days on all perimeter dikes, swales, ditches, perimeter slopes, and all slopes greater than 3 horizontal to 1 vertical (3:1); embankment of ponds, basins, and traps; and within fourteen days (14) on all other disturbed or graded areas."	
		Construction Schedule At a minimum, include the estimated sequence and time frame for: <ul style="list-style-type: none"> • Installation of initial erosion and sediment control measures • Site clearing and grubbing • Site grading • Installation of temporary and permanent stabilization measures • Utility, building, road and other infrastructure construction • Final grading, final stabilization and landscaping • Removal of temporary erosion and sediment control measures 	
		Additional Permits If the proposed project is on Fee land or otherwise subject to additional non-SMSC issued permits, indicate the agency, permit type and the application/approval status- LGU, state, federal. If you are unsure, please contact the SMSC Natural Resources Department for clarification.	

Applicant		Figures Elements	Office Review
Complete	NA		
		Legend On all maps and figures, include an explanation of all symbols used. Include a north arrow and a scale.	
		Vicinity Map A general location map with sufficient scale to show the adjoining properties, surrounding water courses, streets and other significant geographic features.	
		Property Boundaries Show property boundaries, lot lines and adjacent property lines.	
		Contours Existing, preliminary and final 2-foot elevation contours of the site. Note that residential lot corner elevations cannot be altered from those established in the plat.	
		Drainage Patterns A map showing the dividing lines and the direction of flow for the different drainage areas before and after construction. If applicable, indicate how offsite water will pass through the site during construction without contamination.	
		Extent of Land Disturbance A depiction showing the proposed extent of land disturbing activity, including the surface area involved, and excess spoil material storage locations.	
		Soils If one soil does not dominate the site by 60% or greater, then the boundaries of the different soil types within the proposed development should be included in the figures.	
		Critical Areas Include the locations of all areas with potential for serious erosion or sediment problems both within or near the proposed project area.	
		Erosion and Sediment Control Measures A depiction of the location, types and dimensions of the proposed temporary and permanent erosion and sediment control measures.	

		Stormwater Drainage System Location and types of permanent stormwater drainage infrastructure on and near the site, including inlets, pipes, outlets, swales, and other conveyances.	
		Surface Waters A depiction of all waterbodies and watercourses on site or impacted by runoff from the site, including wetlands, ponds, infiltration areas, lakes, swales and streams. This includes both natural and artificial water bodies and water courses.	

* SMSC defines area of disturbance to include all areas that will be excavated, graded, driven on with equipment, serve as materials storage, have soil piles, or will otherwise have exposed soils at any point in your project.

** Installation and inspection of erosion, sediment and storm water BMPs must be completed or directly supervised by an individual with the appropriate level of training and certification.

By signing below, I understand that submittal of this form does not constitute permit approval and that no land disturbing activity shall occur until perimeter control practices are installed and inspected, and an SMSC Site Development Permit has been approved and issued.

Applicant Name	Date
Applicant Signature	

Reviewer Signature	Date
Reviewer Comments	