



Land Disturbance Permit Issuance and Termination Checklist

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This checklist is designed to help Land Disturbance Permit (LDP) applicants keep track of all the major components that will be necessary before a Land Disturbance Permit can be issued:

APPLICATION & SWPPP SUBMITTAL

1. ___ Apply for a Pre Dev meeting. Every project must go through the pre-development review process. Apply online here: <https://ecity.springfieldmo.gov/>. Or, go to the City's main website (www.springfieldmo.gov) and clicking on the icon on the left side of the screen that says "Start a Development Project." The pre-development meeting is a free, informal meeting prior to the formal applications process and is meant to discuss in general terms the proposed development.
2. ___ Submit the Storm Water Pollution Prevention Plan (SWPPP) for review.
 - a. Guidance and information about creating a SWPPP, including a template, can be found by visiting our website, <https://www.springfieldmo.gov/3507/Land-Disturbance-Permit>.
 - b. Submit the SWPPP through the ePlans program. Include the document under "Reports and Specifications."

PAYMENT OF FEES/ESCROW

3. ___ SWPPP has been approved.
 - a. Once the SWPPP has been reviewed, and any comments have been addressed, an approval letter will be sent to the designer and the owner detailing the remaining steps in order for the City LDP to be issued.
 - b. Follow the remaining steps addressed in the letter. These steps could vary from project to project.
4. ___ City Land Disturbance Permit fee has been paid.
 - a. City Land Disturbance fees are stated in the SWPPP approval package sent to the designer and owner.
 - b. Submit your LDP fee to the front desk at Environmental Resource Center, 290 E. Central St. or online at <https://www.springfieldmo.gov/840/ePlans-Submittal-Fees>.
5. ___ Security requirement has been submitted.
 - a. If you have a **Cash Escrow**, complete and turn in the following documents. Submit the paperwork to the front desk at the Environmental Resource Center, 290 E. Central St, to the attention of Diana Young.
 - i. Check made out with correct amount **and matching name on all documents**.
 - ii. **3 copies** of the Agreement to Complete Land Disturbance Permit Requirements signed by property owner. Leave the contract execution date on the first page blank.

- iii. **3 copies** of the Escrow Agreement to Secure Completion of Land Disturbance Permit Requirements. Leave the contract execution date on the first page blank.
- iv. Attach documentation from the Secretary of State's website showing that the individual signing these documents has the authority to do so.
- v. Submit a current W-9 form so that the City can sent the entity up as a vendor.
- b. If you have a **Letter of Credit or Bond**, complete and turn in the following documents. Submit the paperwork to the front desk at the Environmental Resource Center, 290 E. Central St, to the attention of Diana Young.
 - i. Letter of Credit or Bond documents **with current owner information updated**.
 - ii. **3 copies** of the Agreement to Complete Land Disturbance Permit Requirements signed by property owner. Leave the contract execution date on the first page blank.
 - iii. Attach documentation from the Secretary of State's website showing that the individual signing these documents has the authority to do so.

OBTAINING THE LAND DISTURBANCE PERMIT (LDP)

- 6. ___ Initial Best Management Practices (BMPs) photos are submitted and approved.
 - a. Contact Spencer Morrissey via email at smorrissey@springfieldndmo.gov or call at 417-864-1169.
 - b. A City Land Disturbance Permit will be issued via email within 24 hours of an inspection of the site.
- 7. ___ Close of City and State Permit.
 - a. Insure the permitted site meets the following criteria: (a) 70% uniform grass growth throughout the project, (b) removal of any temporary erosion and sediment control BMPs, (c) vegetation or repair of any area associated with the removal of the BMP, and (d) any source of pollution to the City's MS4, such as sediment in storm water boxes, mud on public streets, solid waste issues, etc.
 - b. Contact Spencer Morrissey at 417-864-1169 or smorrissey@springfieldmo.gov for termination inspection.
 - c. The escrow, plus any interest earnings, will be released, minus \$100 for administrative fees.
 - d. Closeout your Missouri Department of Natural Resources' permit and retain the project SWPPP and all relevant documentation for the required 3 year time frame after the closeout of the permit.

Have questions about SWPPP submittal or plan review? Sarah Davis, Stormwater Specialist, sedavis@springfieldmo.gov 417-380-2817

Need to bring in a permit fee check and/or security requirement paperwork? Diana Young, Administrative Assistant, dyoung@springfieldmo.gov, 864-1905

Have questions about the status of stormwater plan approval? Julie Hawkins, jhawkins@springfieldmo.gov, 864-1988.

Need to schedule an initial inspection or close your site? Spencer Morrissey, Stormwater Technician, smorrissey@springfieldmo.gov, 417-864-1169