



# 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](http://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."

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## PAYMENT OF FEES

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 online to ePlans or to the front desk at the Environmental Resource Center, 290 E Central St.
  - c. Guidance and information about how to use ePlans can be found by visiting our website, <https://www.springfieldmo.gov/5569/Using-ePlans-and-eCity>.

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## OBTAINING THE LAND DISTURBANCE PERMIT (LDP)

5. \_\_\_ Initial Best Management Practices (BMPs) Inspection.

- a. Contact Bailey Wolf via email at [bailey.wolf@springfieldndmo.gov](mailto:bailey.wolf@springfieldndmo.gov) or call 417-864-2087 to schedule an initial inspection.
  - b. Initial Inspection Requirements:
    - Site Sign Hung on Site
    - SWPPP on Site
    - Self-Inspection Frequency Selected
    - ESC Plan Updated & on Site
    - Initial BMPs Installed per ESC Plan
    - Spill Kit on Site
  - c. A City Land Disturbance Permit will be issued via email within 24 hours of an inspection of the site.
6. \_\_\_\_ Close of City and State Permit.
- a. Ensure 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 Bailey Wolf via email at [bailey.wolf@springfieldndmo.gov](mailto:bailey.wolf@springfieldndmo.gov) or call 417-864-2087 for termination inspection.
  - c. 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?** Spencer Morrissey, Stormwater Technician, [smorrissey@springfieldmo.gov](mailto:smorrissey@springfieldmo.gov), 417-864-1169

**Need to bring in a permit fee check?** Diana Young, Administrative Assistant, [dyoung@springfieldmo.gov](mailto:dyoung@springfieldmo.gov), 864-1905

**Have questions about the status of stormwater plan approval?** Chris Dunnaway, [cdunnaway@springfieldmo.gov](mailto:cdunnaway@springfieldmo.gov), 417-864-1876.

**Need to schedule an initial inspection or close your site?** Bailey Wolf, Stormwater Technician, [bailey.wolf@springfieldmo.gov](mailto:bailey.wolf@springfieldmo.gov), 417-864-2087