



Date Received: _____ BP #: _____ Date Issued: _____

EARTH CHANGE, GRADING, and FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Please print or type when completing this form.

1. Type of Application

- New Application
- New Application with Commercial Use-By-Right
- Renewal/Extension
- Modification to Existing Permit

2. Property Owner:

Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

3. Project Name and Site Address or Location:

4. Legal Description of Property *(if more space is needed, attach a separate sheet):*

5. Brief Description of Permit Request:

6. If Renewal/Extension: By signing this application, the owner and engineer shall verify that all activities associated with the requested renewal/extension shall be in compliance with the City accepted Grading and Drainage Plans. Any changes to the originally accepted plans shall be reflected in a resubmittal and may require further review for reacceptance.

7. Project Engineer *(if applicable)*

Name/Firm: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

8. Is any portion of the property in a designated flood hazard area? Yes No

If yes, which panel number/effective date? _____/_____

9. Is a formal engineered Drainage Study required for this project? Yes No

10. Signatures

Owner's Signature: _____ Date: _____

Engineer's Signature: _____ Date: _____
(if applicable)

11. Additional Documentation (All necessary documentation shall be included at time of submittal.)

For All Projects

- a. **Vicinity Sketch.** A vicinity sketch and boundary line survey of the site for which the permit is requested which includes a legal description of the property.
- b. **Site Plan Drawings.** Site plan drawings indicating, at a minimum:
 - 1) Each separate land area to be excavated, filled, graded, leveled or otherwise changed;
 - 2) The finished depth of each separate land cut or fill;
 - 3) Special instructions and details when cut, fill, and earth moving processes involve specific geotechnical and earth stability requirements;
 - 4) The present and future (as completed) entry and discharge point(s) for surface waters on the subject property;
 - 5) Identification of all temporary or permanent structures or other devices to be erected or established for the purpose of controlling or regulating stormwater on such property, or which may affect the flow of stormwater within and across the property.

Note: Site drawings shall be supported with topographic information such as contours and spot elevations, dimensions, and notes in support of proposed construction modifications to site.
- c. **Erosion and Sediment Control Plan.** The applicant's Erosion and Sediment Control Plan (E&SC Plan) that demonstrates the methods to be used for controlling on-site erosion and related sedimentation. These efforts should be designed to prevent or significantly reduce impacts to adjacent properties and to any other off-site public or private property or to any watercourse during all phases of project construction. The E&SC Plan shall provide for appropriate use of Best Management Practices (BMPs) to control erosion and sediment pollution and related stormwater management items.
- d. **Drainage Plan.** The applicant's drainage plan for receipt of surface water onto the property and discharge of surface water from this property during periods of construction through completion and a statement specifying the anticipated time period for the completion of all drainage improvements.

Next Page Please..

For All Properties Partially or Wholly Within A FEMA Regulatory Floodplain

- a. Floodway Restriction.** No encroachment is to occur in the regulatory floodway. A statement indicating that no encroachment into the floodway is to occur with this project at any time during the construction phase or upon completion shall be submitted to the City. This statement shall be typed on the applicant's letterhead or in the form of a letter and signed by the applicant or the applicant's engineer acting as agent.
- b. Floodplain Requirements.** If this project contains structures within a floodplain, the applicant shall identify the Base Flood Elevation (BFE) and shall submit (*if applicable*):
- 1) **FEMA Elevation Certificate:** A complete, separate FEMA Elevation Certificate identifying all required elevations shall be prepared for each residence, building, or structure within the floodplain. Each Certificate must be fully completed once the residence, building, or structure is completed before a Certificate of Occupancy or a Certificate of Completion will be issued.
 - 2) **Flood Protection Documentation:** Submit a narrative and supporting documentation which described the means and methods used to accomplish appropriate flood protection design. This may include flood venting, increased building elevations achieved by raising local foundation site, or other technologies employed for a residence or a commercial structure.
 - 3) **Flood Proofing:** Flood proofing with final floor elevation below the Base Flood Elevation (BFE) is only allowed for commercial structures. Information and details showing properly engineered flood proofing techniques for any structure shall be submitted, if flood proofing is selected as the method of design. A final letter by the design professional (architect or Engineer), certifying professionally designed flood proofing shall be submitted before a Certificate of Occupancy or Certificate of Completion will be issued.
 - 4) **Compensatory Storage Design:** Submit specific design plans and calculations showing compensatory storage techniques that will compensate for potential loss of stormwater storage capacity within the floodplain caused by the earth change and construction to be performed. An As-built plan, signed by the design professional or surveyor showing the final compensatory storage arrangement and verifying actual compensation provided, shall be submitted before a Certificate of Occupancy or Certificate of Completion will be issued.
 - 5) **Substantial Improvement.** When a structure is reconstructed, rehabilitated, added to, or improved and the cost of which equals or exceeds 50% of the market value of the structure before construction of the improvement, the structure must conform to or meet the same construction requirements as for new buildings and shall be constructed at or above a minimum of one foot (1'-0") the Base Flood Elevation (BFE).
 - 6) **Substantial Damage.** When a building or structure located in the floodplain is damaged by any occurrence and the cost of restoring the building or structure equals or exceeds 50% of the market value of the structure, the structure must conform to or meet the same construction requirements as for new buildings and shall be constructed at or above a minimum of one foot (1'-0") above the Base Flood Elevation (BFE).

For All Properties Disturbing 1 Acre Or More

- a. OKR10 Permit Authorization.** A Notice of Intent (NOI/Form 605-002A) must be filed with the Oklahoma Department of Environmental Quality (ODEQ) *by the applicant* BEFORE any earthwork is begun. An NOI serves as the application for coverage of the facility under the *ODEQ General Permit for Stormwater Discharges from Construction Activities within the State of Oklahoma* (OKR10.) The ODEQ will issue a permit authorization indicating coverage is granted under the general permit, OKR10. The applicable parties are, thus, responsible for maintaining requirements set forth by the OKR10 general permit. This includes the

development of a Storm Water Pollution Prevention Plan (SWPPP), which is to be kept at the project site (or at a specified location as outlined in the OKR10 permit), and is to be made available for review upon request. A copy of the OKR10 permit authorization received from ODEQ *shall* be submitted to the City of Stillwater.

- b. **SWPPP.** The applicant *shall* submit a copy of the SWPPP developed by or for the applicant to the City of Stillwater. The SWPPP shall be maintained, updated and annotated as a working document as changes are made in the field to adjust for various conditions and potential changes in the stormwater management program for the site in accordance with OKR10.

Applicable forms and copies of the NOI Application and information on the OKR10 are available at www.deq.state.ok.us. For additional information, please contact the ODEQ or Michael W. Beaty, PE, Development Review Manager at (405) 742-8215 or mbeaty@stillwater.org

For All Properties Requiring A Formal Engineered Drainage Study

When a formal engineered drainage study is required, verify that the following data is included in the submittal or provide an explanation for any aspect not submitted. (Note: All necessary documentation shall be included at time of submittal.)

- a. **Engineering Report.** An engineering report showing compliance with the applicable provisions of this chapter and the city drainage standards, which clearly details the scope of the engineering problem and the proposed solutions;
- b. **Drainage Analysis.** An engineering hydrologic analysis of storm water runoff under existing site conditions and under proposed developed site conditions;
- c. **Evaluation of Impacts.** A detailed evaluation of the projected effects on property adjoining the site and on existing drainage facilities and system both on and off the site;
- d. **Supporting Information.** The location of all existing drainage channels and subsurface drainage structures;
- e. **Regulatory Floodplain Information.** The on-site regulatory flood elevations and the boundaries of any floodplain area. In every instance, the plan shall include a determination of the area required to carry the regulatory flood;
- f. **Means and Methods.** The proposed method of handling all runoff from the development and demonstrated capability to handle the pass through of upstream drainage under fully urbanized conditions;
- g. **Construction.** Proposed fill or other structure elevating techniques, levees, channel modifications, and detention facilities. Large, high embankments or difficult soil conditions may require that a geotechnical engineer's study, report, and recommendations be submitted;
- h. **Easements.** The location and size of all existing and proposed drainage easements and areas;
- i. **BMPs & SWPPP.** The location, size and character of all temporary and permanent sedimentation control facilities and Best Management Practices (BMPs) as covered by the SWPPP and Erosion and Sediment Control Plan; and,
- j. **Details.** Specifications detailing all temporary and permanent on-site erosion control measures which will be established and maintained during all periods of development and construction, as covered by the SWPPP and/or the Erosion and Sediment Control Plan.