CITY OF HERMANTOWN
STORMWATER SUBMITTAL CHECKLIST

The checklist should be included with Stormwater Management Plan Form.

PROJECT NAME:

OWNER/DEVELOPER:

ENGINEERING FIRM & ENGINEER:

STORMWATER MANAGEMENT PLAN SUBMITTAL DATE:

ESTIMATED START OF CONSTRUCTION DATE:

	INCLUDED		
STORMWATER MANAGEMENT PLAN ITEMS	YES	NO	N/A
Stormwater Management Plan Pre-Application Meeting Verification Slip - Signed			
Cover Sheet – Signed by the Design Engineer			
Stormwater Management Plan Submittal Checklist			
Stormwater Management Plan Summary Form			
Table of Contents			
Project Summary			
Pre-Project and Post-Project Pervious and Impervious Areas			
Pre-Project Conditions			
Complete Analysis of Pre-Project Conditions with Drainage Exhibits			
Post-Project Conditions			
Complete Analysis of Post-Project Conditions with Drainage Exhibits			
Discussion of Project's Peak Flows, TSS Removal, Temperature, and Volume Controls			
Description of BMP's Location, Functioning, and Routing			
Statement of Project Performance in context of City's Stormwater Ordinance			
ESCP or SWPPP Documents			
Stormwater Management BMP Operations, Inspections, and Maintenance Plan			
Full Plan Set (11" x 17")			
Appendices (Geotechnical Report, Modeling Output, Exhibits, etc.)			
Electronic Submittal (PDF of Full Report and Modeling Files			

See Stormwater Requirements Flow Chart Below.

Tennessen Warning - Data Practice Advisory

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City of Hermantown Minnesota
5105 Maple Grove Road
Hermantown, MN 55811

Stormwater Management Plan

Pre-Application Meeting Verification

Date of Meeting:

Applicant/Owner Name & Title:

Project Address/Location:

Summary of Project:

Comments:

WAS A COMPLETE STORMWATER MANAGEMENT CONCEPT PLAN PREPARED?

☐ **YES** ☐ **NO**

Applicant/Owner

PRINTED NAME | SIGNATURE | DATE | TELEPHONE

Owner's Engineer

PRINTED NAME | SIGNATURE | DATE | TELEPHONE

City of Hermantown Representative

PRINTED NAME | SIGNATURE | DATE | TELEPHONE

THIS FORM SHOULD BE RETURNED WITH THE STORMWATER MANAGEMENT PLAN

CITY OF HERMANTOWN
STORMWATER MANAGEMENT PLAN
SUMMARY FORM

The summary form should be included with Stormwater Submittal Checklist.

	Square Feet	Acres
Total Area of Property		
Disturbed Area		
Pre-Project Impervious Area		
Post-Project Impervious Area		
Redeveloped Impervious Area		
Change in Impervious Area***		

**** indicate decrease with a negative number*

CIRCLE ONE: NEW DEVELOPMENT RE-DEVELOPMENT

(selection based on discussion/decision by City Staff at Pre-Application Meeting)

STORMWATER MANAGEMENT

24-hour SCS Type II Storm Event (Atlas 14)	Inches of Rainfall	Pre-Project Peak Discharge (CFS)	Post-Project Peak Discharge (CFS)
2-year	2.70		
10-year	4.00		
100-year	6.40		

TSS REMOVAL INFORMATION

Amount of TSS Leaving the Pre-Project Site (Pounds)	Amount of TSS Leaving the Post-Project Site (Pounds)	Percent Reduction

Nearest Downstream Named Water Body (Lake, River, Creek, Stream, etc.)	
Is this water body defined as a Designated Trout Stream by the MN-DNR?	☐ YES ☐ NO

Project Watershed	Miller Creek☐	Keene Creek☐	Rocky Run☐	Midway River☐	Kingsbury Creek☐	Other:

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CITY OF HERMANTOWN
EROSION CONTROL AND FILL
PERMIT APPLICATION

Permit is required for all land disturbance activities impacting 500 square feet or more for any project requiring a building permit application for new construction.

FEE INFORMATION

- Fee - See Fee Schedule
- Minimum Deposit** - $500.00
    - ** Deposit may be increased by Community Development Director based on site conditions and risk or erosion complications.

GENERAL INFORMATION

1.) Applicant Contact Information

- Business or Entity:
- Name:
- Address:
- Phone:
- Cell:
- E-mail:

2.) Landowner Contact Information (if different than applicant)

- Business or Entity:
- Name:
- Address:
- Phone:
- Cell:
- E-mail:

3.) Contactor Contact Information

- Business or Entity:
- Name:
- Address:
- Phone:
- Cell:
- E-mail:

PROJECT INFORMATION

Brief Project Description (e.g., new home, addition, commercial building, grading, excavation/fill, etc.):

_____

_____

_____
_____
_____
_____
_____

If project extends over winter, the site will need to be temporarily stabilized until the start of next construction season. See Erosion and Sediment Controls section below.

1.) Project Type

- ☐ Vegetation Only
- ☐ Fill Only
- ☐ Grading Only
- ☐ Both Grading and Filling
- ☐ Structure and Grading

2.) Flood Plain Data

- Is the site in the flood plain? Yes ☐ No ☐
  (If the site is in the flood plain, complete the following questions.)
- Is the site in the floodway? Yes ☐ No ☐
- Is the site in General Flood Plain District? Yes ☐ No ☐
  (Note: A "YES" to either of the two questions above indicates a problem may exist. A Conditional Use Permit and an engineering study will be required in order to determine the impacts on flood elevations and velocities.)
- Is Special Use Permit required? Yes ☐ No ☐

3.) Water Resource Data

- Project is adjacent to: Lake ☐ Stream ☐ Ditch ☐
- Name:
- ID Number:
- Present Water Level:
- Ordinary High-Water Level:
- Highest Known Water Level:
- 100-Year Flood Level:
- Datum of Evidence
  - Sea Level:
  - Assumed:
    (Note: Any fill below the ordinary high may require a DNR permit.)

4.) Project Purpose

- ☐ Clear Land
- ☐ Road or Driveway
- ☐ Fill in Wetland
- ☐ Elevate Building Site
- ☐ Improve Lawn
- ☐ Improve Commercial/Industrial Site
- ☐ Other – Specify

_____

5.) Project Scope

- Areas of disturbed ground in square feet or acres:
- Volume of Fill in cubic yards:
- Closest distance to ordinary high water level in feet:
- Project start date:
- Project completion date:

6.) Site Characteristics

- Project site soil type: Sand ☐ Gravel ☐ Clay ☐ Loam ☐
- Fill type: Sand ☐ Gravel ☐ Clay ☐ Loam ☐
  Black Dirt ☐ Demo Material ☐ Other (Specify) _____
- Average slope of work area in feet of rise for each 10 feet of horizontal distance:

Notice: This application is not complete until drawings are submitted which adequately describe the proposed project.

Erosion and Sediment Controls (check all methods that will be used at the project site) See included information sheet for further details. Additional measures beyond those listed below (such as ditch/swale stabilization) may also be required, based on site characteristics.

1.) Soil Stabilization (stabilization of exposed soils is required within seven (7) days):
Mulch ☐ Seed & Mulch ☐ Sod ☐ Erosion Control Blanket ☐
Other (Specify) _____
Not Applicable (explain why) _____
_____

2.) Sediment Controls (required for down gradient perimeters and stockpiles):
Fiber Roll ☐ Silt Fence ☐ Filter Berm ☐ Other (Specify) _____
Not Applicable (explain why) _____
_____

3.) Entrance/Exit Stabilization: Stone Pad ☐ Mud Mat ☐ Paved Driveway ☐
Other (Specify) _____
Not Applicable (explain why) _____
_____

4.) Storm Drain Inlet Protection (required for downstream storm drains, except during winter):
Filter bag insert ☐ Other (Specify) _____
There are no downstream drains ☐

5.) Temporary Stabilization Over Winter (if project will not be stabilized before October 30):
Mulch ☐ Seed & Mulch ☐ Hydromulch ☐ Erosion Control Blanket ☐
Other (Specify) _____
Not Applicable (explain why) _____
_____

Erosion and Sediment Control Site Plan. A drawing showing the limits of disturbance, direction of grade, property boundaries, existing and proposed structures, and the locations of erosion and sediment control devises must be provided. This can be drawn below, or generated separately and submitted with your application materials. This drawing must be to scale with dimensions to provide the City with adequate information as to the projects impacts.

ACKNOWLEDGMENT AND SIGNATURE

MS4 Statement of Compliance

(Pertaining to the City Code Section 1060 Erosion and Sediment Control for Land Disturbance Activities).

The Applicant, Landowner and the Contractor conducting work on the site are jointly responsible for the construction activities that occur on the site. By signing this permit, all parties are required to install and maintain all erosion and sediment control BMPs to ensure that sediment, sol and debris does not leave the construction site. This includes but is not limited to tracing of soil/mud onto public streets and roadways from vehicles leaving the site, soil eroding from the site onto roadways or drainage ditches or onto neighboring property. If sediment, soil/mud and /or debris leaves the site, all parties are responsible for the immediate clean up and all costs and finds associated with it. All parties are also responsible for the total restoration of vegetation on the site (seed/mulch, sod, gardens, etc.) after construction disturbance is substantially complete, and only after vegetation has been established with vigorous growth can BMPs be cleaned and removed.

This permit does not authorize any work other that was is specifically described in the application and plans listed above, nor any work by anyone other than the applicant listed on the permit. If permittee is found to (a) continue land disturbance work beyond completion date, (b) disturb more acreage that is permitted, (c) utilize a permit, of or the City finds land disturbance activities otherwise negatively impact the residents of environmental quality of the City of Hermantown, the permit may be revoked.

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City of Hermantown Minnesota

I hereby acknowledge that I have received and read information concerning the City of Hermantown's Erosion and Sediment Control Requirements and the City Code Section 1060. I agree to install and maintain such controls as required throughout the duration of the construction. I also consent that the City's designated representative may enter upon the property for purposes of inspection to determine compliance with erosion and sediment control requirements until the lot is fully stabilized. At the completion of final stabilization, the Applicant, Landowner or Contractor is responsible to contact the City for final inspection. At this time, the permit will be terminated if the City deems the project stabilized. I understand that I will be subject to loss of deposit and enforcement action for failure to comply with erosion and sediment control requirements.

I hereby certify with my signature that I understand all of the above and all date of my application forms, plans and specifications are true and correct to the best of my knowledge.

Applicant Signature

Signature: _____Date: _____

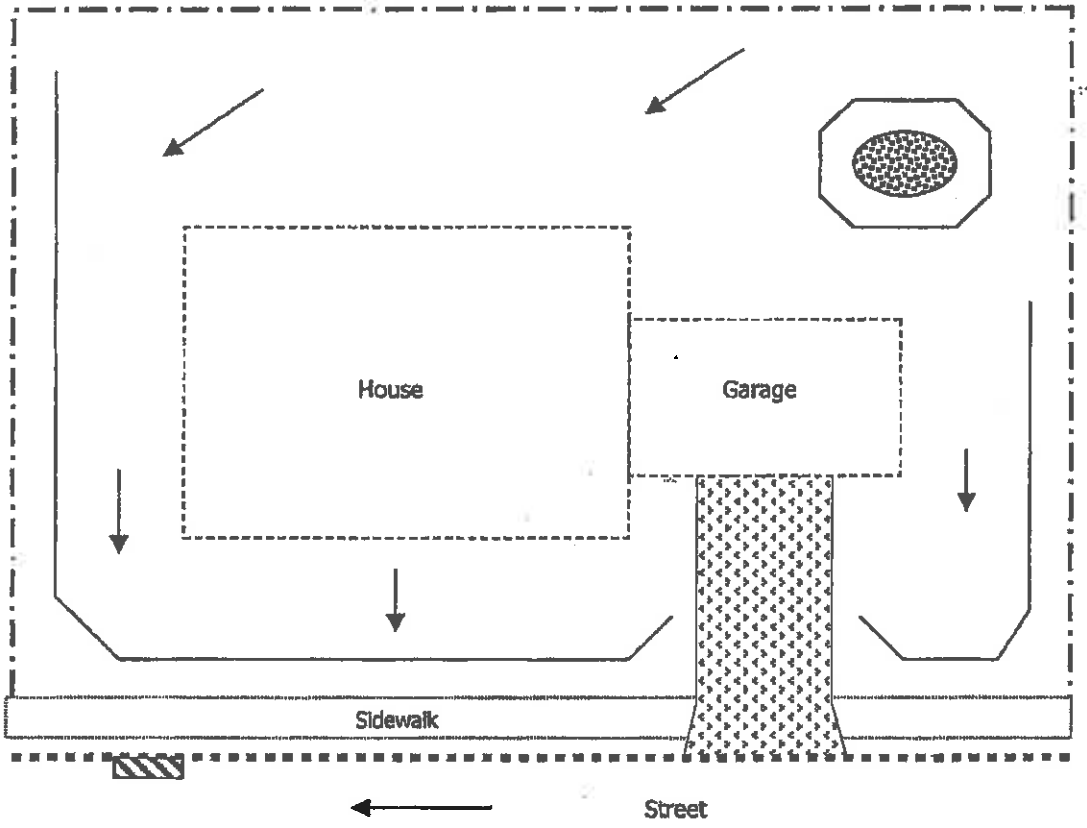
Landowner Signature (If different than Applicant)

Signature: _____Date: _____

Contractor Signature (Responsible for Erosion Control)

Signature: _____Date: _____

Erosion and Sediment Control at Small Project Sites



LEGEND

- Project Boundary
- Sediment Control
- Protected Storm Drain
- Curb and Gutter
- Stabilized Construction Entrance
- Stockpile
- Finished Grade

NOTES:

1. It is the responsibility of the owner and contractor to implement and maintain effective erosion and sediment controls throughout construction.
2. Sediment control must be installed on all down gradient perimeters before land disturbing activities begin and must be maintained throughout construction.
3. Exposed soils must be temporarily or permanently stabilized (e.g., with mulch, mulch/seed, sod, rock, etc.) within 7 days of inactivity.
4. Controls must be installed at the construction entrance/exit to minimize offsite tracking. Any material tracked onto streets must be removed within 24 hours.
5. Inlet protection must be provided for down gradient storm drain inlets and must be maintained throughout construction.
6. Sediment controls must be installed around stockpiles, and stockpiles must not be placed in streets, on sidewalks, or near water bodies.

Erosion and sediment controls are required at most project sites where a building permit or land alteration permit is required. This is only a sample plan and is not intended to address every possible situation. Additional or modified practices may be required on some sites.

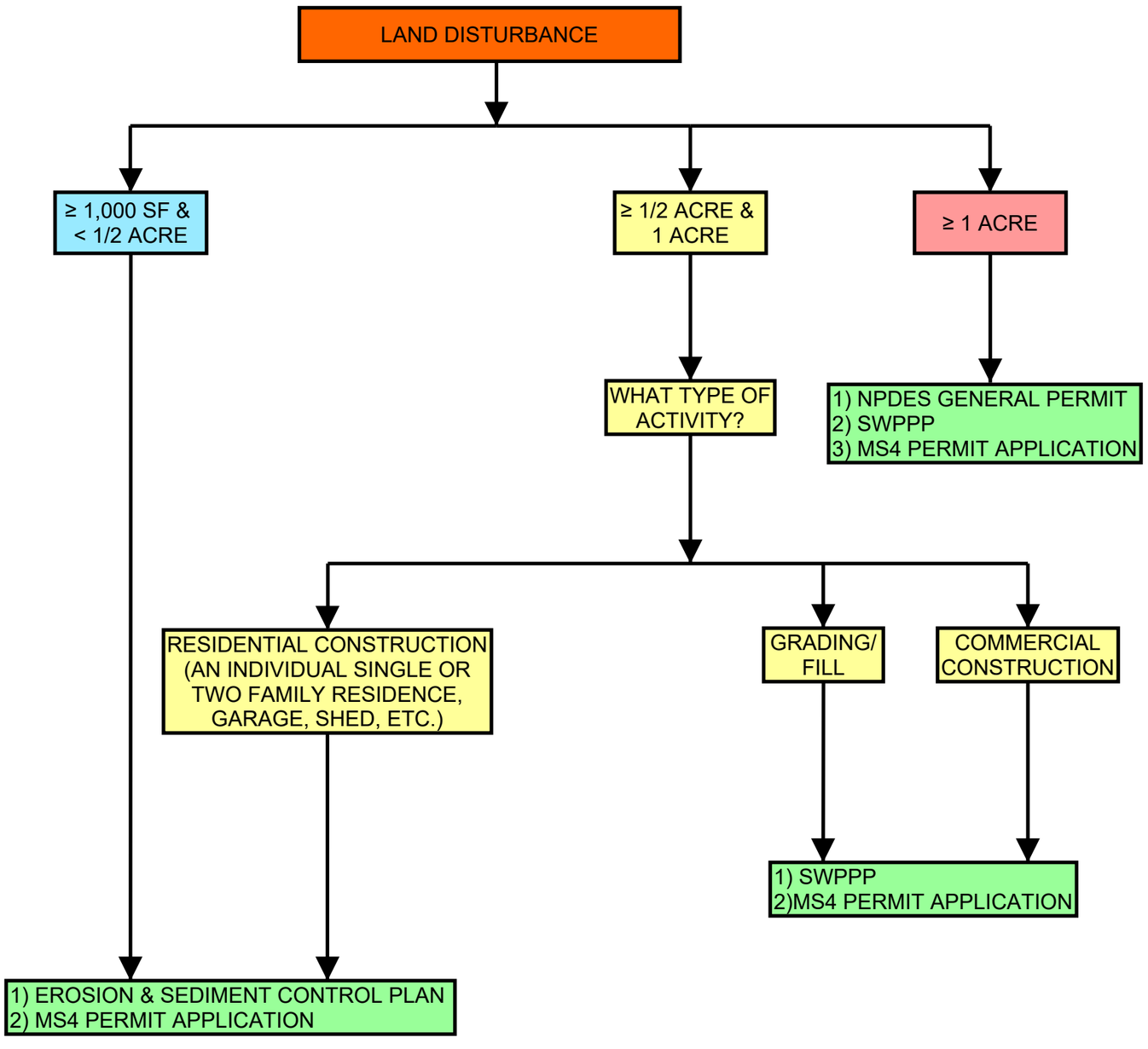
Summary of Regulatory Requirements for Erosion and Sediment Control

Requirement	Description
Stabilize exposed soils	▪ Exposed soils must be temporarily or permanently **stabilized within 7 days** of being worked. Stabilization can be achieved with a variety of materials including mulch, seed/mulch, sod, erosion control blankets, riprap, aggregate, or pavement.
Install and maintain sediment control along perimeter	▪ **Before construction begins**, controls must be installed at the perimeter of down gradient slopes to prevent sediments from moving offsite. While silt fencing is used most often, other options (such as biorolls or compost logs) are also appropriate for some applications. Silt fences are not appropriate for long, steep slopes. Whatever method is chosen, it must be installed in accordance with the manufacturer's specifications. For example, silt fence must be trenched in six inches. ▪ Perimeter controls must be inspected at least weekly and after every 1/2 inch rain and maintained as needed. Silt fences must be repaired, replaced, or supplemented when they become non-functional or when they are 1/3 full with sediment.
Minimize vehicle tracking onto roads	▪ Stone pads, mud mats, wash racks, or equivalent systems must be used **at the construction exit** to prevent tracking of sediments offsite. ▪ Any sediment that does get tracked onto the streets must be swept up and removed within 24 hours.
Install and maintain storm drain inlet protection	▪ All storm drain inlets that receive runoff from the construction site must be protected until the site is fully stabilized. Examples of inlet protection options include inlet filter bags and gravel bag barriers. ▪ Inlet protection devices must be inspected weekly and after every 1/2 inch rain event. Sediments must be removed as needed and must not be discharged into the storm sewer.
Install sediment controls for temporary stockpiles	▪ Sediment control must be installed around temporary soil stockpiles using silt fence or another method. Stockpiles must not be placed in streets, on sidewalks, or near water bodies. ▪ If a stockpile is to remain in place for an extended period, it must be stabilized like any other exposed soil area. This does not apply to stockpiles of aggregate or sand.
Control dewatering discharge	▪ All water from dewatering activities must be discharged in a manner that does not cause erosion, nuisance conditions, or adverse impacts to receiving waters.
Complete and submit a *Permit Modification Form* upon change of ownership	▪ For new homes within a subdivision, the state NPDES stormwater permit for construction activities requires the new owner or operator to submit a *Permit Modification Form* to the Minnesota Pollution Control Agency prior to commencing construction activity and within 7 days of assuming control of the property. You may be required to provide a copy of your completed form to the City. If the original owner did not provide you with a copy of the required form, contact the City for assistance.

This is not an exhaustive list and is not intended to address every possible situation. Additional or modified practices may be required to achieve effective erosion and sediment control on some sites based on site conditions and the type of project.

APPLICANT: please keep this information for future reference

SECTION 1060
GENERAL EROSION CONTROL
REQUIREMENT FLOW CHART



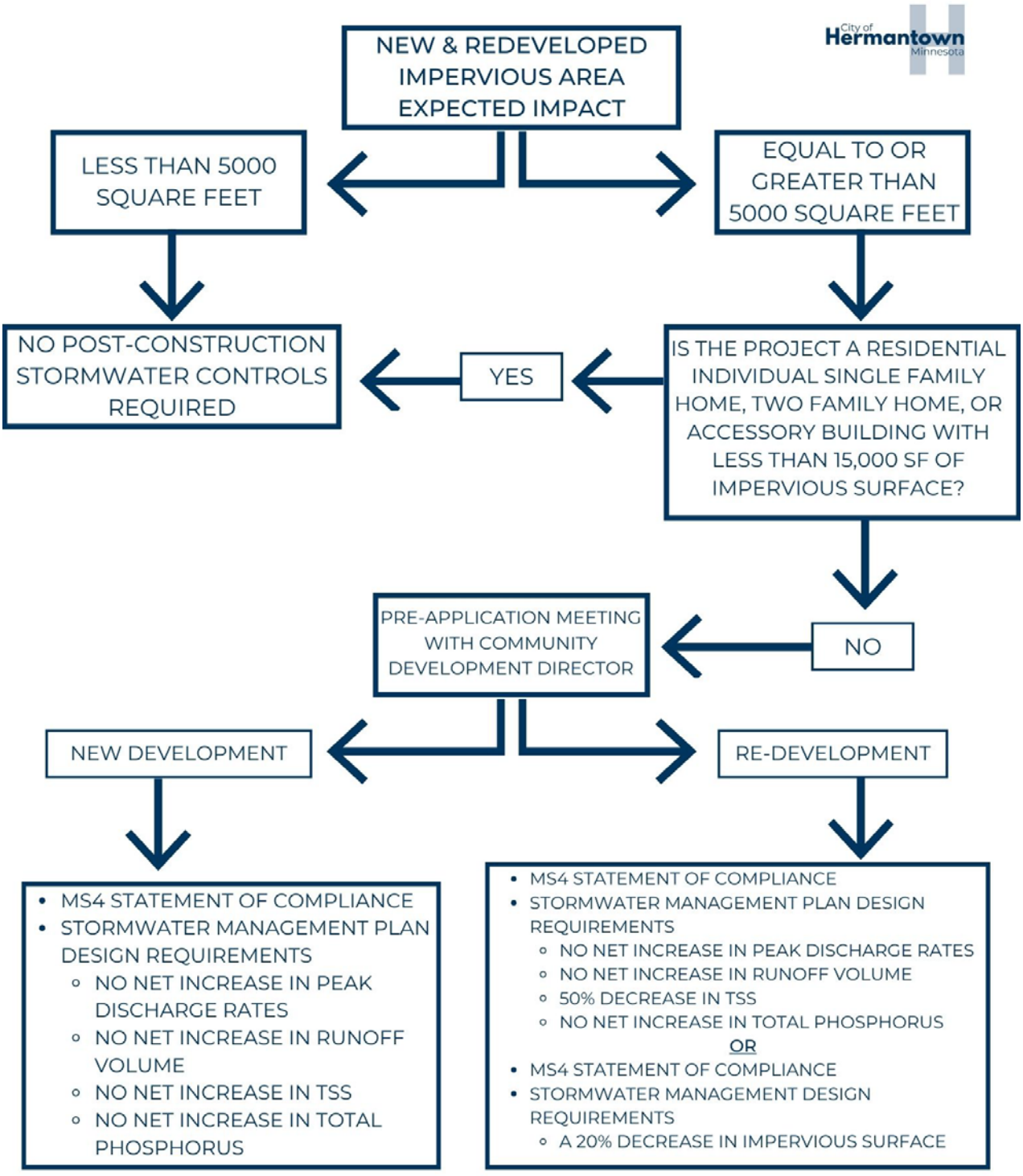
SECTION 1080

GENERAL POST-CONSTRUCTION STORMWATER REQUIREMENTS

FLOW CHART

DATE: 6/19/2017

PROJECTS MAY ALSO BE SUBJECT TO SECTION 1060- EROSION & SEDIMENT CONTROL FOR LAND DISTURBANCE ACTIVITIES



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