

City of Centerton

Grading & Erosion Control

Application Package

Grading & Erosion Control Application 3

Residential Checklist 5

Commercial Checklist 6

Utility Checklist 8

A grading and erosion control permit is to address any site work done prior to the issuance of a permit by the City of Centerton for any project that would disturb soil except farming and gardening.

The all grading and erosion control application permit fees are based on the disturbed area of the project. The disturbed area of any project is defined by the Clean Water Act as more than the actual construction project. It also includes job site trailers; material storage and stockpiles; contractor and construction employee parking; trash containers; concrete and other liquid washout areas – none of which can be placed in Centerton in the right-of-way of a public road or street. All access paths, drives, and roads used by contractors, utilities, and other personnel are to be included in the total disturbed area.

Any work done without a permit will be charged double when a permit is issued. The site will be required to be brought into compliance on the installation or repairs of any BMPs before work on the site will be allowed to resume.

Regardless of the size of the disturbed area, the City will require a copy of all paperwork submitted to or received from the Arkansas Department of Environmental Quality (headquartered in Little Rock) in regards to the project before the application will be considered complete. Please review the requirements of Common Plans to determine if those requirements apply to your construction site(s).

There is a 30- to 45-minute training that includes two videos and a ten-question multiple choice quiz (that must be passed with 80% or better) that will be required on each job site. If the site inspector has previously completed the NW Arkansas training and passed the quiz, the inspector only needs to provide proof of the completing the training. If other training or certification has been completed, proof of that training may exempt the inspector from taking the NWA training.

Grading and Erosion Control Permit



Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided.
All application fees are non-refundable.

PRIMARY CONTACT (select one): Owner Applicant/Agent Contractor Design Professional

| PROPERTY INFORMATION | | | | | | | |
|-------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|
| Project Name: | | | | | | | |
| Property Address: | | | | | Parcel #: | | |
| Lot: | | Block: | | Subdivision: | | | |
| Zoning: (Check one box only) | P-1: <input type="checkbox"/> | A-1: <input type="checkbox"/> | R-E: <input type="checkbox"/> | R-1: <input type="checkbox"/> | R-2: <input type="checkbox"/> | R-3: <input type="checkbox"/> | R-MF: <input type="checkbox"/> |
| | | C-1: <input type="checkbox"/> | C-2: <input type="checkbox"/> | C-3: <input type="checkbox"/> | C-4: <input type="checkbox"/> | I-1: <input type="checkbox"/> | I-2: <input type="checkbox"/> |
| ADEQ Permit #: | | Acreage to be disturbed: | | | Expected Completion Date: | | |

| OWNER INFORMATION | | | |
|--|--------|------------------|-------------|
| OWNER CERTIFICATION: By my/our signature below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. Further, I/we authorize the agent, listed below, to represent me/us in proceedings with the City of Centerton regarding this application. | | | |
| Name: | | Owner Signature: | |
| Mailing Address: | | City: | State: Zip: |
| Phone: | Phone: | Email: | |
| Name: | | Owner Signature: | |
| Mailing Address: | | City: | State: Zip: |
| Phone: | Phone: | Email: | |

| APPLICANT / AGENT INFORMATION | | | |
|--|--------|------------|-------------|
| APPLICANT / AGENT ACKNOWLEDGEMENT: By my signature below, I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. | | | |
| Name: | | Signature: | |
| Mailing Address: | | City: | State: Zip: |
| Phone: | Phone: | Email: | |

This application is not valid unless signatures on both the front and back of this form have been provided.

| FOR OFFICE / REVIEW USE ONLY | | |
|------------------------------|--|--------------------|
| Application Date: | Paid By: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card | Total Fees: |
| Reviewer: | File #: | Date Paid: |
| Approval Date: | Permit #: | Receipt #: |

DESIGN PROFESSIONAL

| | | | | |
|------------------|--------|------------|--------|------|
| Name: | | Signature: | | |
| Mailing Address: | | City: | State: | Zip: |
| Phone: | Phone: | Email: | | |

CONTRACTOR

| | | | | |
|------------------|--------|------------|--------|------|
| Name: | | Signature: | | |
| Mailing Address: | | City: | State: | Zip: |
| Phone: | Phone: | Email: | | |

ACKNOWLEDGEMENTS

By my signature below, I hereby acknowledge and understanding the following:

1. Planning Commission approval of development plans does not convey final authority on the applicant to begin grading without this permit.
2. Failure to submit proper documentation according to the Centerton Development Codes will result in a delay in application consideration.
3. The owner/developer bears the responsibility for implementation of the SWP3 and notification of all contractors and utility agencies on the site.
4. The property owner and/or developer shall be responsible both for his or her employees and for all contractors and subcontractors from the onset of development until the property is fully stabilized.
5. The Planning, Building, and Code Enforcement Department shall conduct periodic inspections during the life of a project to ensure compliance with permitted activities.
6. Any debris, soil, or mud from development sites reaching a public street shall be immediately removed.
7. The City may adopt and impose requirements identifying Best Management Practices for any activity, operation, or facility, which may cause a discharge of pollutants to a storm drainage system. Where specific BMPs are required, every person undertaking such activity or operation, or owning or operating such facility shall implement and maintain these BMPs at their own expense.
8. The property owner and/or developer of a site of construction activity shall be responsible for compliance with the requirements of local, state and federal regulations including inspecting all BMPs every 14 days and within 24 hours of every rainfall of 1/2-inch or more. Based on inspections performed, personnel shall determine any appropriate modifications to the Plan and/or site BMPs. All modifications shall be completed within seven (7) days of the referenced inspection.
9. If property is transferred anytime between the onset of development and the time it is fully stabilized, all responsibility and liability for meeting the terms of the Plan shall be likewise transferred to the new property owner.
10. Persons engaged in land alteration activities regulated by these regulations shall take measures to protect public and private properties from damage by such activities.
11. Land shall be re-vegetated and restored as close as practically possible to its original conditions so far as to minimize runoff and erosion.
12. All re-vegetation, grading and erosion control plan improvements and stabilization of the exposed soil shall be in place before a Certificate of Occupancy shall be issued.
13. All developments shall be constructed and maintained so that adjacent properties are not burdened with surface waters because of such development. More specifically, new development may not impede water runoff from higher properties nor may it unreasonably channel water onto lower properties.
14. No intermittent, perennial, or permanent stream (including its 25-foot perimeter buffer strip measured from the top of the bank) shall be graded, developed, channeled, or otherwise physically altered unless part of an approved grading plan and SWPPP. A Short-Term Activity Authorization permit from the Arkansas Department of Environmental Quality may also be required.
15. Upon completion of permitted construction activity on any site, the property owner and subsequent property owners will be responsible for continued compliance with the requirements of this ordinance, in the course of maintenance, reconstruction or any other construction activity on the site.

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| Agent Signature: | Date: |
| Owner Signature: | Date: |

This application is not valid unless signatures on both the front and back of this form have been provided.

RESIDENTIAL CHECKLIST (NO FEE'S)

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| <input type="checkbox"/> | Any site work to be done prior to the issuance of any permit will require a grading, erosion, and sediment control permit regardless of the lot size or the type of permit. |
| <input type="checkbox"/> | No grading, filling, excavation, or land alteration of any kind shall take place without first obtaining: <ul style="list-style-type: none"> • A grading and erosion control permit; and • A Storm Water Pollution Prevention Plan (SWPPP or SWP3) approved by the Planning, Building, and Code Enforcement Department (PBCE) for projects not covered under an ADEQ permit. |
| <input type="checkbox"/> | The applicant shall submit a completed application form and a site development to be reviewed by the PBCE Department for compliance with City codes. The applicant will be notified of the Plan's approval or denial within ten (10) days of its receipt. If approved and payment is rendered for the permit and inspection fees, the permit will be issued. |
| <input type="checkbox"/> | The following items are required to be posted on the project site at or near the street right-of-way line and shall be clearly visible from the street prior to any work beginning. Their presence shall be maintained during the life of the project: <ul style="list-style-type: none"> • A copy of the approved SWP3; • A copy of engineer plans for grading and erosion control; • An approved NOC (Notice of Coverage) received from ADEQ for the project. This can be a photocopy of the original; • The inspection reports for the job; and • A rain gauge. <p>If the SWPPP, plans, and inspection reports are stored elsewhere on the project site (instead on a board at the street), a sign must be posted with the location of each along with a contact name and telephone number for accessing them during regular business hours.</p> |
| <input type="checkbox"/> | All site development plans shall be installed in compliance with the information shown on the approved site development plans and application permit. |
| <input type="checkbox"/> | The Storm Water Pollution Prevention Plan shall: <ul style="list-style-type: none"> • Be prepared under the direction of a qualified person. • Provide a 24-hour contact name, address and telephone number. • Identify existing natural resources such as streams, forest cover and other established vegetative cover. • Specify and provide detail for all BMPs necessary to meet the requirements of the Plan. • Delineate all anticipated disturbed areas and specify the vegetative cover that must be established in those areas to achieve final stabilization. |
| <input type="checkbox"/> | A grading plan shall contain: <ul style="list-style-type: none"> • Site plan at a scale no smaller than 1 inch equals 50 feet, showing property lines; vicinity map; name of owner, developer and adjacent property owners. • Existing and proposed grades at maximum of 2-foot interval that extend at least 50 feet beyond the property line. Spot elevations shall be indicated. • Land areas to be disturbed. • Seal and dated signature of a registered engineer, architect, or landscape architect certifying that the plan. • All cuts and fills, including depth/height and slope. • Location and names of all existing or platted streets or rights-of-way within or adjoining the tract. • Location of all utilities and easements within or adjacent to the property. • Proposed locations of buildings, parking lots, parks, playgrounds, and green space within 50 feet of the site. • Soil types shall be identified according to the Unified Soil Classification System. • Location of natural features such as drainage ways, ponds, rock outcroppings, and tree cover. • Appropriate and applicable information from the Federal Emergency Management Agency flood maps and federal and state protected wetland maps. • Profiles and cross sections for proposed drainage ways. • Total acreage and zoning classification(s). • Provisions for collecting and discharging surface water. • The method of treatment for all slopes and benches shall be indicated. • The following statement: "The undersigned certifies this plan has been designed in accordance with federal NPDES guidelines and approved erosion, sediment and storm water ordinances, programs, regulation, standards and criteria of the City of Centerton." |
| <input type="checkbox"/> | All disturbed areas shall be stabilized within 10 days. Stabilization methods include waddles, filter fabric, ditch checks, diversion ditches, brush barriers, sediment basins, matting, mulches, grasses and groundcover. |

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| <input type="checkbox"/> | <p>The following information may be reported in text and/or tables rather than shown on the grading plan.</p> <ul style="list-style-type: none"> • The City may require a soil engineering study or soil loss calculations if site conditions so warrant. • Description of quantity (in cubic yards), source, and composition of imported fill material and compaction specifications. Also, note the quantity (in cubic yards) and destination of excavation materials to be removed from the site. • Where excessive dust may become a problem, a plan for addressing it. • A time schedule of the development sequence and stabilization measures that include: <ul style="list-style-type: none"> ▫ Clearing and grubbing for those areas necessary for installation of perimeter controls; ▫ Installation of sediment basins and traps; ▫ Construction of perimeter controls; ▫ Clearing and grubbing; ▫ Road grading; ▫ Grading for the remainder of the site; ▫ Final grading, landscaping, or stabilization; ▫ Operation and maintenance, and inspection of practices; and ▫ Removal of temporary controls. |
| <input type="checkbox"/> | Waste and/or recycling containers shall be provided and maintained where a potential exists for release of waste. |
| <input type="checkbox"/> | Topsoil may be stockpiled for use in landscaping. If stockpiled for more than 30 days, a temporary cover is required. |
| <input type="checkbox"/> | Excavation material shall not be deposited in or so near streams and other storm water drainage systems. |
| <input type="checkbox"/> | Washout containment for ready-mixed concrete from any vehicles or equipment used. |
| <input type="checkbox"/> | Washout containment for paints, varnishes, oils, and other liquid for proper disposal. |
| <input type="checkbox"/> | Re-vegetation shall require a minimum of 4 inches of topsoil except under the drip line of a tree where 3 inches is allowed so as not to damage the tree's root system. Re-vegetation methods include seed, mulch, hydro-seeding with mulch and fertilizer, staked sod, landscape fabric, planted groundcover, retaining walls, cribbing, terraces, landscape fabric, vegetation, and/or riprap. If riprap is used, the slope's stability and erodibility must be equivalent to or better than its pre-developed state. |
| <input type="checkbox"/> | Plant materials shall be watered or irrigated and tended until firmly established and healthy. If the soil cannot properly sustain vegetation, it must be appropriately amended. If the disturbed areas are not stabilized within one year, the City may require that it be redone in part or total. |
| <input type="checkbox"/> | The developer shall incorporate permanent erosion control features at the earliest practical time. Temporary erosion control measures will be used to correct conditions that develop during construction of the project. |
| <input type="checkbox"/> | An approved NOT (Notice of Termination) shall be provided to the City Official after the said project has been completed to ADEQ standards. |

COMMERCIAL CHECKLIST

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| <input type="checkbox"/> | Any site work to be done prior to the issuance of any permit will require a grading and erosion control permit regardless of the lot size or the type of permit. |
| <input type="checkbox"/> | <p>No grading, filling, excavation, or land alteration of any kind shall take place without first obtaining:</p> <ul style="list-style-type: none"> • A grading and erosion control permit; and • A Storm Water Pollution Prevention Plan (SWPPP or SWP3) approved by the Planning, Building, and Code Enforcement (PBCE) Department, for projects not covered under an ADEQ permit; or • An Arkansas Department of Environmental Quality (ADEQ) Storm Water Construction permit. |
| <input type="checkbox"/> | The applicant shall submit a completed application form and a site development to be reviewed by the PBCE Department for compliance with City codes. The applicant will be notified of the Plan's approval or denial within ten (10) days of its receipt. If approved and payment is rendered for the permit and inspection fees, the permit will be issued. |
| <input type="checkbox"/> | Grading and erosion control permits shall not be issued unless the site development plans are stamped and sealed by an Architect, Landscape Architect, or Professional Engineer registered in the State of Arkansas. |
| <input type="checkbox"/> | For projects that involve the dedication of street and drainage improvement assets to the City of Centerton, a grading and erosion control permit shall not be issued unless the grading plan is stamped and sealed by a Professional Engineer registered in the State of Arkansas. |
| <input type="checkbox"/> | All site development plans shall be installed in compliance with the information shown on the approved site development plans and application permit. |
| <input type="checkbox"/> | Waste and/or recycling containers shall be provided and maintained where a potential exists for release of waste. |
| <input type="checkbox"/> | Topsoil may be stockpiled for use in landscaping. If stockpiled for more than 30 days, a temporary cover is required. |
| <input type="checkbox"/> | Excavation material shall not be deposited in or so near streams and other storm water drainage systems. |

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| <input type="checkbox"/> | <p>The following items are required to be posted on the project site at or near the street right-of-way line and shall be clearly visible from the street prior to any work beginning. Their presence shall be maintained during the life of the project:</p> <ul style="list-style-type: none"> • A copy of the approved SWP3; • A copy of engineer plans for grading and erosion control; • An approved NOC (Notice of Coverage) received from ADEQ for the project (can be a photocopy); • The inspection reports for the job; and • A rain gauge. <p>If the SWPPP, plans, and inspection reports are stored elsewhere on the project site (instead of at the street), a sign must be posted with the location of each along with a contact name and telephone number for accessing them during regular business hours.</p> |
| <input type="checkbox"/> | <p>The Storm Water Pollution Prevention Plan shall:</p> <ul style="list-style-type: none"> • Be prepared under the direction of a qualified person. • Provide a 24-hour contact name, address and telephone number. • Identify existing natural resources such as streams, forest cover and other established vegetative cover. • Specify and provide detail for all BMPs necessary to meet the requirements of the Plan. • Delineate all anticipated disturbed areas and specify the vegetative cover that must be established in those areas to achieve final stabilization. |
| <input type="checkbox"/> | <p>The following information may be reported in text and/or tables rather than shown on the grading plan.</p> <ul style="list-style-type: none"> • Description of quantity, source, and composition of imported fill material and compaction specifications. Also, the quantity and destination of excavation materials to be removed from the site. • Total acreage and zoning classification(s). • Where excessive dust may become a problem, a plan for addressing it. • A time schedule of the development sequence and stabilization measures that include: clearing and grubbing for those areas necessary for installation of perimeter controls; installation of sediment basins and traps; construction of perimeter controls; clearing and grubbing; road grading; grading for the remainder of the site; final grading, landscaping, or stabilization; operation and maintenance, and inspection of practices; and removal of temporary controls. |
| <input type="checkbox"/> | <p>Permanent improvements such as streets, storm sewers, curb and gutters, and other features for control of runoff shall be scheduled so that exposed areas are not beyond the capacity of temporary control measures.</p> |
| <input type="checkbox"/> | <p>Washout containment for ready-mixed concrete from any vehicles or equipment used.</p> |
| <input type="checkbox"/> | <p>Washout containment for paints, varnishes, oils, and other liquid for proper disposal.</p> |
| <input type="checkbox"/> | <p>The following activities might be allowed into the required 25-foot buffer strip with approval and the issuance of a Floodplain Development Permit under the Flood Damage Prevention Code. Such allowed intrusions shall maintain the integrity of the perimeter buffer. A Short-Term Activity Authorization permit from the Arkansas Department of Environmental Quality may also be required.</p> <ul style="list-style-type: none"> • Vegetation management and stream bank stabilization activities; • Access points for fishing, wildlife viewing, and trail overlook areas; • Utility crossings and corridors that are fully vegetated; • Trails and trail crossings, either paved or unpaved, for recreational hiking or biking; • Storm water drainage system discharge points; and • Road crossings. |
| <input type="checkbox"/> | <p>The setback requirements from the top or toe of a cut or fill shall be in accordance with the Arkansas Fire Prevention Code Section 1808 and Zoning Ordinance Section 1400, in particular Subsections 08(C), (D), and (E).</p> |
| <input type="checkbox"/> | <p>All disturbed areas shall be stabilized within 10 days. Stabilization methods include waddles, filter fabric, ditch checks, diversion ditches, brush barriers, sediment basins, matting, mulches, grasses and groundcover.</p> |
| <input type="checkbox"/> | <p>Plant materials shall be watered or irrigated and tended until firmly established and healthy. If the soil cannot properly sustain vegetation, it must be appropriately amended. If the disturbed areas are not stabilized within one year, the City may require that it be redone in part or total.</p> |
| <input type="checkbox"/> | <p>The developer shall incorporate permanent erosion control features at the earliest practical time. Temporary erosion control measures will be used to correct conditions that develop during construction of the project.</p> |
| <input type="checkbox"/> | <p>Re-vegetation shall require a minimum of 4 inches of topsoil except under the drip line of a tree where 3 inches is allowed so as not to damage the tree's root system. Re-vegetation methods include seed, mulch, hydro-seeding with mulch and fertilizer, staked sod, landscape fabric, planted groundcover, retaining walls, cribbing, terraces, landscape fabric, vegetation, and/or riprap. If riprap is used, the slope's stability and erodibility must be equivalent to or better than its pre-developed state.</p> |

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| | <p>A grading plan shall contain:</p> <ul style="list-style-type: none"> • Be at a scale no smaller than 1 inch equals 50 feet • Show property lines; vicinity map; name of owner, developer and adjacent property owners. • Existing grades and proposed grades at maximum of 2-foot interval that extend at least 50 feet beyond the property line. Spot elevations shall be indicated. • Land areas to be disturbed. • All cuts and fills, including height and slope. • Location(s) of controlled construction site access point(s) • Location(s) of Construction Exit • Location and names of all existing or platted streets or rights-of-way within or adjoining the tract. • Location of all utilities and easements within or adjacent to the property. • Proposed lots, buildings, parking lots, parks, playgrounds, and green space within 50 feet of the site. • Soil types shall be identified according to the Unified Soil Classification System. • Location of natural features such as drainage ways, ponds, rock outcroppings, and tree cover. • Appropriate and applicable information from the Federal Emergency Management Agency flood maps and federal and state protected wetland maps. • Profiles and cross-sections of streets, drainage systems, and underground utilities if necessary to clarify the grading plan or if the grading on site has the potential of disturbing the utility line. • Location(s) of any receiving inlets (run-off) • Location(s) of any adjoining outfalls (run-on) • Provisions for collecting and discharging surface water. <p><input type="checkbox"/> The method of treatment for all slopes and benches shall be indicated.</p> <ul style="list-style-type: none"> • Note any known existing erosion problems on-site and within 250 feet downstream from the property. Provide locations and type of all silt control devices to maintain address these locations. • Locate known existing, abandoned, or planned water wells, sumps, cesspools, springs, water impoundments, and/or underground structures within the disturbed area. • Location(s) of sanitary services for construction personnel • Locations of all known potentially dangerous areas, including those subject to flooding, slope instability, settlement, and previously filled areas. The mitigation of these hazards includes, but is not limited to, abatement walls and signage. • Show size, location, and type of all existing trees over 6 inches in DBH except in areas that are determined to be heavily-wooded. Heavily-wooded areas may show the tree line(s) instead of individual trees, upon approval by Department Director. • Trees that are to be preserved are to be encompassed by a BMP beyond each tree's drip line. • Trees that are to be removed as part of the grading plan or development process are to be clearly labeled with a symbol depicting their removal. • Stabilization or landscape plan if the site does not have an approved building permit before this permit expires. If the site development plan "dies" before the grading is completed, the City will require a landscape plan and a 12-month maintenance bond prior to permit closure. The site shall be stabilized prior to permit termination. • The following statement: "The undersigned certifies this plan has been designed in accordance with federal NPDES guidelines and approved erosion, sediment and storm water ordinances, programs, regulation, standards and criteria of the City of Centerton." • Seal and dated signature of a registered engineer, architect, or landscape architect certifying that the plan. |
| <input type="checkbox"/> | An approved NOT (Notice of Termination) shall be provided to the City Official after the said project has been completed to ADEQ standards. |

UTILITY CHECKLIST

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| <input type="checkbox"/> | Everything in the Commercial section plus: |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Utility agencies shall develop and implement BMPs to prevent the discharge of pollutants on any site of utility construction within the City. In addition, the City may adopt and/or impose more stringent BMPs on all utility construction and line clearing activity |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Utility agencies shall implement BMPs to prevent the release of sediment from all utility work sites including the clearing of vegetation under the power lines. Disturbed areas shall be minimized, disturbed soil shall be managed and construction site entrances shall be managed to prevent sediment tracking. All sediment tracked onto public streets shall be removed immediately. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Any disturbance of BMPs on a construction site resulting from utility construction shall be repaired immediately by the utility company in compliance with the Storm Water Pollution Prevention Plan. |