Permission Application Completeness Policy

The following compliance elements must be completed before an application is brought forward for Board consideration:

(a) Stormwater Management: Items necessary to ensure the proper sizing or placement of facilities, including hydrologic calculations and changes to facility location or design on grading plans.

(b) Erosion Control: Documentation of non-standard erosion or sedimentation control measures necessary to address site-specific concerns.

(c) Floodplain Alteration: Floodplain fill and replacement locations and calculations, water level and structure elevations necessary to demonstrate adequate freeboard.

(d) Wetland Alteration: Wetland delineation, wetland impact and replacement locations, functional analyses, sequencing analysis, replacement calculations, Technical Evaluation Panel recommendations, completion of public comment period.

(e) Administrative Items: Permit fee.

The following compliance items are acceptable pending items for an application to still be deemed complete:

(a) Stormwater Management: Design clarifications, construction details, addition or revision of grading plan notations to record compliance elements, completion of maintenance instruments and easements, submittal of documentation of maintenance for City-owned off-site facilities.

(b) Erosion Control: Revision of grading plan or addition of grading plan notations to include standard erosion and sedimentation control measures.

(c) Floodplain Alteration: Specification of emergency overflow elevation and location if not pertinent to compliance with freeboard requirements, addition of grading plan notations to confirm adequate freeboard, completion of easements.

(d) Wetland Alteration: Standard wetland compliance documentation such as monitoring plan, landowner affidavit, protective covenants.

(e) Administrative Items: Completion of sureties and similar legal documents, submittal of NPDES permit and similar conditions met simply by submittal of third-party documents.