

Permit 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.