

MAPLETON CITY LAND DISTURBANCE PERMIT APPLICATION PACKET

Mapleton City Land Disturbance Permit and SWPPP Requirements:

What is a Land Disturbance Permit?

The Land Disturbance Permit was adopted to comply with the UPDES (Utah Pollutions Discharge Elimination System) Permit from the State of Utah as a means to prevent discharge of sediment and other construction related pollutants from being discharged into storm water runoff. Sediments and debris from construction sites are a major source of pollution to waterways and water systems located within the City and surrounding areas. Each year storm water runoff also clogs and obstructs storm drains, culverts, and canals and causes damage to private property, wildlife habitat and water quality.

Land Disturbance Permit Application Process:

1. Submit a completed Land Disturbance Permit (LDP) Application and Storm Water Pollution Prevention Plan (SWPPP) with all of its Appendices to the Engineering/Public Works Department to Scott Bird preferably by email at sbird@mapleton.org or at 1405 West 1600 North in Mapleton. You may contact Scott Bird by email or call 801-489-6253 for any questions concerning the LDP. Please call before proceeding to Step 2 for land disturbance at part of a Building Permit.
2. To develop your SWPPP, you will first need to go online www.deq.utah.gov/Permits/water/updes/stormwatercon.htm. On this site you can download the “SWPPP Common Plan Template (Word Document)” for small housing projects disturbing an acre or less on a single lot that are part of a Common Plan of Development (Any lot in a subdivision developed after 2003) and the “SWPPP CGP Template for land disturbance over an acre”. This site also includes a link to download “Template Guidelines” (a Guide on How to Prepare a Storm Water Pollution Prevention Plan).
3. Once you have developed and have your SWPPP approved by the City, you can on the same State website, go to the link “Application for a Storm Water Permit” to compete your NOI (Notice of Intent). You must first create a ‘utah.gov’ account and then login to the database. Here you can fill out the NOI for your project and include a signed copy as Appendix D of you SWPPP. The NOI will give you your UTR_____ permit number for your project.
4. On this State webpage you can go to “Storm Water General Permit for Construction Activities” and download a copy the applicable UPDES Common Plan Permit or UDDES Construction General Permit and include it as Appendix C of your SWPPP. **This is the Storm Water General Permit that you are taking out with the State. It is strongly recommended that you read and become familiar with this permit.**

Stormwater Best Management Practices (BMPs):

BMPs are defined as “structural and nonstructural practices” proven effective in sediment and erosion control and management of surface runoff into waters of the State. Eroding soils and surface water runoff transports pollutants, sediments and nutrients into local rivers, streams lakes and aquifers. Certain construction activities may cause more pollution if not properly managed. Not all BMPs will apply to every construction site, however, all of the suggested BMPs should be evaluated. The City may change any BMP regulation or requirement, if at any time, the City determines a BMP regulation or requirement is ineffective and/or an additional BMP measure is deemed applicable. The City will notify permittees of any changes to BMP regulations or requirements.

MAPLETON CITY
125 W. 400 N.
Mapleton, UT 84664

Application Date: _____

Permit Number: _____

801-489-6253

LAND DISTURBANCE PERMIT

Project Name:				<input type="checkbox"/> Priority Site
Project Address:				
Owner's Name:		Contact Person:		
Phone Number:		Email Address:		
Contractor's Name:		Contact Person:		
Phone Number:		Email Address:		
SWPPP contact's name:				
Phone Number:		Email Address:		
UPDES Permit Number:		Effective Date:		Expiration Date:
Purpose and size of the proposed land disturbance:				

Please provide the following if applicable:

- SWPPP/NOI with Appendicies (For land disturbance activities that disturb an area greater than 1 acre or are part of a common plan of development use the State of Utah SWPPP template).
- SWPPP/Land Disturbance Permit Site Plan drawing (11"x17").
- Copies of any Federal or State permits required for the project. (E.g. wetlands, stream alteration, dewatering, etc.).
- Mapleton City conditional use permit(s).
- SWPPP Bond.

SWPPP Sign

- The permittee must post a sign (3' x 4') within 7 days of the issue date on this permit near the main entrance to the project containing the SWPPP map, current NOI and the Mapleton City Land Disturbance Permit. See attached detail.
- For sites that are part of a common plan of development or smaller than 1 acre, the sign must be 18" x 24" and must include the following text (letters must be 2" tall and red in color):

SWPPP Storm Water Pollution Prevention Plan

UTR _____, Owner/Contractor _____

Contact Number _____

**A Utah Pollutant Discharge elimination System (UPDES) permit covers this construction site.
 If any non-storm water discharge or severe vehicle tracking occurs please call 801-489-6253.**

- **Property corners or disturbance limits must be clearly marked before construction begins.**
- **Applicant shall maintain all storm water management control measures according to the UPDES Construction General or Common Plan Permit, SWPPP and Mapleton City codes.**

- **Permit Enforcement Procedures:**
 1. A verbal warning and/or withholding of Building permit inspections where a specific amount of time is given to the operator to correct deficiency, if not corrected;
 2. A Notice of Violation- Pursuant to Sec. 21.040.100 of Mapleton City Code, failure to comply with the SWPPP requirements, the UPDES Permit or any City Code may result in a notice of violation. The City will order compliance by a written notice of violation to the responsible person. Such notice may be in the form of a citation or a stop work order, or both, if not corrected in the time frame given;
 3. A stop work order is issued, this can be a verbal or in writing, all work must be stopped except for the activity needed to repair the deficiency, at this point, a citation is issued for the activity needed to repair the deficiency on the severity or reoccurrence of the problem;
 4. A citation could be issued to appear in court to face possible fines even after the deficiency is corrected, if problem persists;
 5. Land Disturbance permit revocation; and
 6. Call of bond to repair the deficiency.

- **In consideration for the granting of a Land Disturbance Permit by Mapleton City, the applicant hereby promises;**
 1. To perform the work applied for in a professional manner and in conformity with ordinances of Mapleton City and
 2. To defend indemnify and hold harmless the City of Mapleton, its officers, agents and employees from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under a permit issued pursuant to this application.

**MAPLETON CITY
125 West 400 North
Mapleton, UT 84664
801-489-6253**

Priority Site
Permit Number: _____

LAND DISTURBANCE PERMIT

Internal Use only

This land disturbance permit grants you permission to conduct the following activities:

- | | |
|--|--|
| <input type="checkbox"/> Clearing and grubbing | <input type="checkbox"/> Right of way improvements |
| <input type="checkbox"/> Placing of fill material | <input type="checkbox"/> Stock pile materials |
| <input type="checkbox"/> Excavation and back fill of utilities | <input type="checkbox"/> Other: _____ |

This land disturbance permit is good for _____

- | | | |
|--|---|---|
| <input type="checkbox"/> 30 Days (\$100) | <input type="checkbox"/> 3 Months (\$150) | <input type="checkbox"/> 6 Months (\$300) |
| <input type="checkbox"/> 1 Year (\$500) | <input type="checkbox"/> Additional Months (\$35/Mo.) | <input type="checkbox"/> Total Amount Paid: _____ |

Start Date: _____ Expiration Date: _____

Processed by: _____

Land Disturbance Permit: Building Permits minimum period is for 6 months. New Subdivisions minimum period is for 1 Year.

SWPPP Sign – The permittee must post the SWPPP sign within 7 days of the issue date of this permit near the main entrance to the project.

Property corners or disturbance limits must be clearly marked before construction begins.

Applicant shall maintain all storm water management control measures according to the UPDES CGP/CPP, SWPPP and Mapleton City codes.

Notice of Violation – Pursuant to Sec. 21.040.100 of Mapleton City Code, failure to comply with the SWPPP requirements, the UPDES Permit, Mapleton City’s Land Disturbance Permit or any City Code may result in a notice of violation. The City will order compliance by a written notice of violation to the responsible person. Such notice may be in the form of a citation or a stop work order.

In consideration for the granting of a Land Disturbance Permit by Mapleton City, the applicant, hereby promises to perform the work applied for in a professional manner and in conformity with ordinances of Mapleton City.

Applicant (Print)

Mapleton City Engineer or Designee
(Signature)

MAPLETON CITY
125 West 400 North
Mapleton, UT 84664
801-489-6253

NOT Date: _____

Permit Number: _____

**LAND DISTURBANCE PERMIT
NOTICE OF TERMINATION**

Permit Termination: After final stabilization of the site is achieved, according to the definition of the UPDES permit, the Land Disturbance Permit Applicant shall submit the applicable documentation checked below:

To be filled out by Mapleton Personnel

- Mapleton City Land Disturbance Permit Notice of Termination:
- As-built plans and written certification by a registered professional engineer licensed to practice in the State of Utah that the structural post-construction BMP's have been installed in accordance with the approved plan;
- Copy of the UPDES NOT, The UPDES NOT that is sent to the State needs to be accompanied by the UPDES Storm Water Inspection Form filled out by the Mapleton City SWPPP Inspector certifying that the site meets the "Final Stabilization" requirements; and
- Operation and maintenance agreement describing the maintenance schedule of the post construction BMP's as required on the Mapleton City Code Maintenance Agreement.

To be filled out by Applicant

Project Name:		
Project Address:		
Applicant Name: (as it appears on the LDP)		
Phone Number:		
Address:		
City:		State:

Applicant Signature

Date

Storm Water Ordinance Enforcement Policy

This Storm Water Ordinance Enforcement Policy (“Enforcement Policy”) is intended to provide guidelines and procedures for the enforcement of the provisions of Mapleton City Storm Water Ordinance, as more particularly set forth in Title 21 of the Mapleton City Municipal Code (“STORMWATER REGULATIONS”). The intent of this Enforcement Policy is to encourage builders and developers in Mapleton to police their construction sites and to ensure compliance with the provisions of the Storm Water Ordinance. This self-policing is intended to help ensure that there are fewer incidences of contamination of the City’s storm water system which could be violations of the City’s Utah Pollutant Discharge Elimination System (UPDES) permit.

Storm Water Ordinance Enforcement Policy:

1. In accordance with applicable provisions of the Storm Water Ordinance, at the time of Building Permit application, the applicant shall submit an application for a Storm Water (Land Disturbance) Permit with its associated fee, an approved UPDES Permit from the State of Utah (this can be obtained on-line at <https://secure.utah.gov/stormwater/>) and a copy of the Storm Water Pollution Prevention Plan (SWPPP) that has been prepared in conjunction with the UPDES Permit or a copy of the contract transferring responsibility for the Developer’s SWPPP to the applicant.
2. Pursuant to authority set forth in Section 21.04.010 of the Storm Water Ordinance, at the time of Land Disturbance Permit issuance, the applicant shall post a \$2,000 cash bond to ensure completion of, compliance with, and performance under the terms and conditions of the Storm Water Ordinance, including use of the bond proceeds to remedy violations, cover costs incurred by the City, and for payment of civil penalties imposed in accordance with applicable City Ordinances.
3. If violations of the Storm Water Ordinance are identified, the Storm Water Official may proceed with enforcement actions and remedies as more particularly set forth in Title 21, Chapter 5, regarding violations and enforcement under the Storm Water Ordinance. Such enforcement actions and remedies may include, but are not limited to, testing and monitoring requirements, order to remove obstructions, stop work order, revocation of permit(s), notice of violation, order of compliance, criminal citations and penalties, civil citations and penalties, nuisance claims, damages, and any other remedy or relief provided by ordinance or law.
4. If the Storm Water Official determines that the violation(s) are not dangerous to persons or property, the Storm Water Official may provide the applicant with a Stop Work Notice to be posted at the location of the violation providing 24 hours for the violation to be addressed, and warning that a Stop Work Order will follow if the violation is not remedied within the required time frame. The Storm Water Official may issue a Stop Work Order immediately if determined necessary to eliminate any danger to persons or property and to leave the site in a safe condition.
5. If a Stop Work Notice is posted at the site, a photo to document the violation(s) will be taken and kept in the building permit file
6. To reinstate a Land Disturbance Permit once a Stop Work Order has been issued, the permit holder must notify Mapleton City the violation has been eliminated and request an inspection of the site. All other provisions of Section 16-05-050 shall be applicable and in compliance.
7. In addition to or instead of a Stop Work Order, the Storm Water Official may issue a civil citation for violations of the Storm Water Ordinance. The issuance of such civil citations shall be pursued in accordance with Title 21, Chapter 21, of the Mapleton City Municipal Code. A civil citation may be immediately issued if the violation involves storm drainage, repeat violations, or for any other reason as listed in Section 21-04-100 regarding immediate enforcement.

8. Civil penalties imposed under a civil citation shall be deducted from the bond. The amount of the civil penalty shall be in accordance with the City's civil penalty fee schedule.
9. Each violation of the Storm Water Ordinance will be subject to enforcement action and applicable fines and penalties for each day the violation exists.
10. If the bond amount remaining drops below \$1000, a Stop Work Order will be posted at the site preventing work from continuing until the balance of the bond has been increased back up to \$2,000.
11. After the final inspection of the project by the Storm Water Official or his/her designee, the balance of the bond to be released will be computed, and the bond will be released to the applicant.
12. Failure to comply with a Stop Work Order may result in the issuance of a criminal or civil citation, resulting in additional fines or penalties.
13. Criminal or civil citations may be issued to individuals or subcontractors who are identified committing violations of the Storm Water Ordinance, as well as the builder.
14. The Stop Work Order and civil penalties provisions and remedies set forth herein are in addition to all other remedies and enforcement procedures set forth in the Storm Water Ordinance, Title 1 civil penalties provisions, and other applicable provisions of law.
15. A person who contests a civil penalty imposed against him or her under provisions of the Policy is entitled to an administrative hearing that provides for the person's rights of due process in accordance with the provisions of Title 21, Chapter 21, of the Mapleton City Municipal Code.

I, _____, hereby certify that I have read and understand the

(PRINT your name here)

Mapleton City Storm Water Ordinance Enforcement Policy, and agree to abide by the terms and conditions set forth herein.

(Signature of Applicant)

(Date)

MINIMUM BEST MANAGEMENT PRACTICES

RESIDENTIAL STRUCTURES

The following are suggestions for Best Management Practices (BMP's) to accomplish the City and State objective of preventing pollution generated by construction activities from entering waters of the state. These BMPs are only a suggested way to prevent pollution from entering the storm drain system. Other BMPs may be allowed if they accomplish the same objectives. **ALL SUBCONTRACTORS SHOULD BE INFORMED THAT THESE OR SIMILAR BMPS ARE TO BE FOLLOWED.**

Objective 1- Keep soils and contaminated runoff on-site

1. Post a sign prohibiting contractors from driving on the lot.
2. Install a construction barrier (curb cutback, fence, straw bales, etc.) along the front of the lot to control access to the lot.
3. Cover the driveway area with filter fabric and gravel and limit any traffic that absolutely must enter the lot to that protected entrance.
4. Make sure all excavated material is stockpiled well away from the curb to prevent erosion or sloughing into the street.
5. If the yard slopes toward the street, provide curbside retention such as a curb sedimentation trap or a straw wattle barrier.
6. Inspect and maintain all BMPs throughout the life of the construction project.
7. Do not allow dirt ramps over the curb (use alternatives such as tires, wood, or metal ramps).

Objective 2- Clean up any material in streets immediately

1. Require any subcontractor that tracks dirt or mud into the street to clean it up immediately before leaving the site. Back charging contractors who fail to clean up after themselves can be an effective way to make them comply.
2. Provide a shovel, floor scraper (for sheetrock mud) or similar tool for scraping street and a broom at site at all times.
3. Inspect the site at the end of every day to make sure the streets are clean. If they aren't, scrape and sweep up all mud and debris completely.
4. If a significant amount of mud has been tracked onto the street, hire a street sweeper with washing and vacuuming capabilities to clean up the material. Scraping the street with only a bobcat or similar device is not an acceptable way to clean up mud from the street.
5. Any concrete cuttings from masonry work or curb cutting should be vacuumed up immediately and disposed of properly.

Objective 3- Protect storm drain inlets from contamination

1. Install inlet protection around storm drain inlets that are downstream from the construction site. This protection should be designed to prevent contaminated water from entering the storm drain.
2. If filter fabric is used to cover the storm drain inlet, it must be inspected and cleaned on a regular basis to make sure the water does not build up in the streets to an unacceptable level. Filter fabric must be installed so when it is removed none of the collected sediment will fall into the inlet box.
3. During snowy weather, inlet protection should be marked with a candle marker or some other effective device to try to warn snow plows to avoid the inlet. Protection should be inspected after any snow plowing to make sure it is still installed correctly.

Objective 4- Good Housekeeping

1. All construction debris should be contained in a covered container to prevent it from leaving the site.
2. Containers should not be allowed to drain onto the roads when they are being hauled away.
3. Portable toilets should be installed behind the sidewalk on permeable surfaces or inside a bermed area. They should be anchored to prevent tipping by the wind.
4. Drip pans should be placed under leaking vehicles or equipment that is parked in the street. Any spills should be properly cleaned up and disposed of. No spills are to be washed into the storm drains.

Objective 5- Prevent concrete contaminated water from entering storm drains

1. Each lot should have a contained, designated area for concrete trucks to wash out their troughs. No wash water should be allowed to flow into the gutters or onto adjacent lots.
2. No excess concrete should be dumped on the site.
3. Concrete trucks should not spray off any part of the truck while parked in the street including, but not limited to, windshields, revolving drums, tires, etc.
4. All concrete dropped in the street when installing or removing concrete foundation forms should be cleaned up immediately.

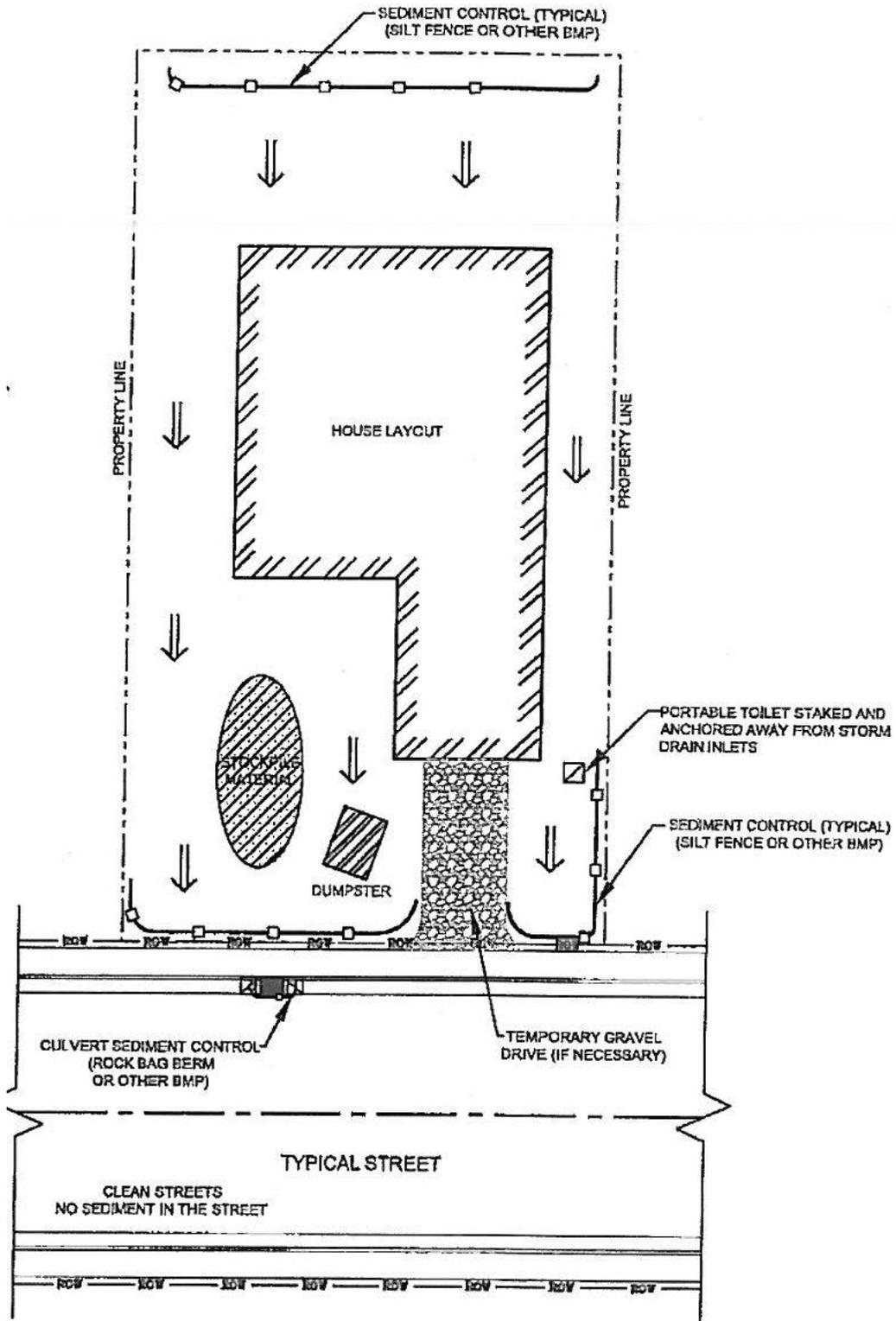
Objective 6- Education

1. Make sure all subcontractors are aware of and understand the SWPPP and associated BMP's.

Small site SWPPP notes

1. Tracking pad will be built using 2"- fractured rock as soon as foundation is back filled. All vehicles will enter the site at this point.
2. Install a 3" curb cut back on the park strip from property line to property line as soon as foundation is back filled.
3. Portable toilet must be placed, properly anchored, behind the sidewalk or 8' away from curb or edge of asphalt.
4. Concrete wash out. Designate area and train sub-contractors to wash concrete, stucco and paint in the wash out area.
5. **If** using a concrete pump truck, a water tight container will be placed under the hopper to catch concrete spills and wash out water.
6. Sediment bags. Place bags in the gutter near the down-stream property line and protect inlets near the construction site.
7. Silt fence to be installed perpendicular to the down-hill slopes.
8. **If** necessary, a perimeter control fence will be installed around the project to channel access to the site through the tracking pad.
9. Dumpster must be off the street. Garbage must be contained and removed regularly.
10. Street sweeping. Street and gutters will be swept at the end of the work day or as needed.

Example Small Site Plan showing BMPs



SWPPP

Storm Water Pollution Prevention Plan

A Utah Pollutant Discharge Elimination System (UPDES) permit covers this construction site, if any Non-Storm water discharge or severe vehicle tracking occurs please call 801-489-6253.

Project Name:

SWPPP Location:

SWPPP Contact:

SWPPP Sign details for sites over 1 acre
Sign must be 3' x 4', placed near the entrance to
the project and visible to the public.

Project Name

UTR_____

SWPPP Contact
Name and Phone
Number