

# CITY OF ALEXANDRIA - SITE GRADING APPLICATION

625 Murray St., Ste 8 Alexandria, La 71301    Permits@cityofalex.com    Office (318) 473-1372    Fax (318) 619-3403

## A. Project Location Information

**IMPORTANT: Applicant must complete Sections A - J**

Project Address	Unit #
If Commercial, Business Name	(In-Office Only) MPN Project #

## B. Description of Fill to be placed on-site

<input type="checkbox"/> Number of yards = _____  <input type="checkbox"/> Type of fill being placed = _____  <input type="checkbox"/> Method of Compaction = _____	<input type="checkbox"/> Current grade elevation = _____  <input type="checkbox"/> Height the grade will be increased = _____  <input type="checkbox"/> Proposed final grade elevation = _____
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## G. Fill Characteristics:

☐ New fill (UNUSED dirt or gravel) being delivered from Dirt Hauling Company or Gravel Pit

☐ Used fill (dirt or gravel) being removed from an existing site and delivered to this site

## D. Proposed Grading of Site to be used for:

## E. Project Information

(If no Cost is given, the ICC Building Valuation calculation method will be used).

<input type="checkbox"/> New construction of a House or Building <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Repair / Replacement of low spots on existing site <input type="checkbox"/> Move / Relocation to change terrain on existing site	<input type="checkbox"/> Dimension of Property = _____ (Required) <input type="checkbox"/> Number of Acres = _____ (Required) <input type="checkbox"/> Material & Labor Cost = _____ (Required)
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## F. Scope of Work Proposed to be Performed:

## H. Identification - Owner, Contractor, Designer (all correspondence sent through email)

<b>Property Owner</b>	Entity Name	Email Address	Phone
			Contact
<b>Grading Contractor</b>	Entity Name	Email Address	Phone
			Contact
<b>Hauling Contractor</b>	Entity Name	Email Address	Phone
			Contact

## I. Signature of Applicant

1. I acknowledge that only the placement and grading of fill material is allowed under this permit. This permit becomes null and void if work or construction authorized is not commenced within 180 days at any time after work is commenced. I have read and examined this application in its entirety and have completed the appropriate sections of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. The proposed work is authorized by the owner of record and that I am or have been authorized by the owner to make this application as the authorized agent and agree to conform to all applicable laws of this jurisdiction.
2. I acknowledge that any fill material brought onto this site cannot be placed in such a manner to adversely affect the adjoining properties with drainage from this subject property. All drainage discharge from this site shall be by an approved method by the City of Alexandria's Engineering Department. Call 318-473-1170 for information.
3. I acknowledge that Stormwater Pollution Prevention methods and Best Management practices will be required to be in place until the fill material has achieved final, permanent stabilization. As part of this permit, a SWPPP application will also be required to be completed and shall remain on the site for inspection at any time until final stabilization is achieved.
  - a. I specifically acknowledge that no one leaving this site shall be allowed to track dirt, mud or other debris onto the public street. Fines and penalties may apply if such is not immediately removed. Best Management practices shall be practiced on-site to minimize tracking debris onto the public street.
4. I acknowledge that minimum fill compaction is required for any material placed onsite that is intended to be used for the Foundation or structural support of a House or other Building / Structure. Minimum compaction requirements should be verified and tested by a Civil Engineer prior to erecting any structure. A Building Permit may also be required prior to building or renovating any structure. Call 318-473-1184 for permitting information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF ALEXANDRIA - STORM WATER POLLUTION PREVENTION APPLICATION

625 Murray St., Ste 8 Alexandria, La 71301 Permits@cityofalex.com Office (318) 473-1372 Fax (318) 619-3403

A. Project Location Information		IMPORTANT: Applicant must complete Sections A - K	
Project Address		Unit #	
		(In-Office Only)	
		MPN Project #	
B. Construction Schedule		C. Site Erosion Control Inspection Schedule	
<input type="checkbox"/> Anticipated Start Date = _____  <input type="checkbox"/> Anticipated End Date = _____		<input type="checkbox"/> At least once every 7 days <input type="checkbox"/> At least once every 14 days, before anticipated storm events and within 24 hours of the end of a storm event of 0.5 inches or greater.	
D. Site Soil Disturbance Acreage		E. Description of Work to be Performed	
<input type="checkbox"/> B1. More than or equal to 5 acres <input type="checkbox"/> B2. Less than 1 acre but part of a development with more than 5 acres of disturbance <input type="checkbox"/> LPDES General Permit # _____ (Required for either B1 or B2 above) <input type="checkbox"/> B3. Less than 5 acres but greater than 1 acre <input type="checkbox"/> B4. Equal to or less than 1 acre		<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New construction  <input type="checkbox"/> Addition to existing  <input type="checkbox"/> Driveway                         </div> <div> <input type="checkbox"/> Foundation Only  <input type="checkbox"/> Move / Relocation  <input type="checkbox"/> Wrecking / Demolition                         </div> </div> <input type="checkbox"/> In no circumstance will any drainage or run-off from this site adversely affect any adjacent property.	
F. Drawings Provided		G. Endangered Species and Historical Sites Verification	
<input type="checkbox"/> Yes <input type="checkbox"/> No   Vicinity Map Provided  <input type="checkbox"/> Yes <input type="checkbox"/> No   Best Management Practices Site Plan Provided (required)		<input type="checkbox"/> Visual Verification by: _____ <input type="checkbox"/> Website Verification at: _____ <input type="checkbox"/> Agency Verification by: _____ <input type="checkbox"/> Steps will be taken to minimize impact on either or both	
H. Construction related to Soil Disturbance		I. Best Management Practices to be used <span style="float: right; font-size: small;">(Check all that apply)</span>	
(Describe the scope of work proposed)		<div style="display: flex;"> <div style="flex: 1;"> <u>Methods during construction:</u>  <input type="checkbox"/> Stabilized site entrance  <input type="checkbox"/> Silt fence sediment barrier  <input type="checkbox"/> Hay bale protection  <input type="checkbox"/> Degradable rolled tubes  <input type="checkbox"/> Designated wash-out area  <input type="checkbox"/> Material staging area  <input type="checkbox"/> Waste management                         </div> <div style="flex: 1;"> <input type="checkbox"/> Protect storm drain inlets  <input type="checkbox"/> Protect erosion on slopes  <input type="checkbox"/> Check dams  <input type="checkbox"/> Stabilize soils  <u>Methods after construction:</u>  <input type="checkbox"/> Sod / Seed / Hyrdoseed  <input type="checkbox"/> Erosion control matting  <input type="checkbox"/> Rip-rap for stabilization                         </div> </div>	
J. Identification - Owner, Contractor, Designer (all correspondence sent through email)			
Owner	Entity Name	Email Address	Phone
	Contact		
Contractor	Entity Name	Email Address	Phone
	Contact		
SWPPP Responsible Party	Entity Name	Email Address	Phone
	Contact		
K. Signature of Applicant   One copy submitted to COA and one copy to remain on jobsite throughout construction.			
1. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. 2. Information and requirements for Storm Water Pollution Plans with examples of Best Management Practices are available at La Department of Environmental Quality website at <a href="http://www.deq.org">www.deq.org</a> . 3. One completed application form shall be submitted to COA Construction Development Department prior to permit being issued. One copy of the application and maintenance inspection report shall remain on the jobsite throughout construction available for review by Inspectors.			
Signature _____		Date _____	

# STORM WATER POLLUTION PREVENTION COMPLIANCE & CONTACT INFO

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L. Compliance Requirements & Contact Information:			
Louisiana Department of Environmental Quality	<p>Rapides Parish is under the Northeast Regional Jurisdiction of LA DEQ. Regional contact is Faith Stephens at 318-362-5429. Check for updates at <a href="http://www.deq.state.la.us">www.deq.state.la.us</a>.</p> <p>Clean Water Act was passed in 1972 with provisions for enforcement passed in 1987.</p> <p>General Construction Permits from DEQ are: LAR100000 for large construction sites (5 acres or greater) or LAR200000 for small construction sites (greater than 1 acre but less than 5 acres).</p> <p>COA may have more stringent regulations for compliance in order to comply with the City's Ms4 Program with DEQ. COA regulations may include an SWPPP application and BMP site plan for submittal with every project where there is soil disturbance regardless of the amount of soil disturbed. Contact the local jurisdiction at 318-473-1184 for requirements.</p>		
Endangered Species Verification	<p>Before commencing construction, determine whether endangered species or threatened species or their critical habitats are on or near your site. Current fish and wildlife threatened and endangered list for Rapides Parish includes: Bald Eagle (threatened bird), Louisiana Pearlshell Mussel (threatened mollusc), Pallid Sturgeon (endangered fish), Red Cockaded Woodpecker (endangered bird). For agency verification:</p> <table border="0"> <tr> <td> <p>Fish &amp; Wildlife Service 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 Phone: 337-291-3124</p> </td><td> <p>National Marine Fisheries Service Southeast Regional Office 9721 Executive Center Drive North St. Petersburg, FL 33702 Phone: 727-570-5301</p> </td></tr> </table>	<p>Fish &amp; Wildlife Service 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 Phone: 337-291-3124</p>	<p>National Marine Fisheries Service Southeast Regional Office 9721 Executive Center Drive North St. Petersburg, FL 33702 Phone: 727-570-5301</p>
<p>Fish &amp; Wildlife Service 646 Cajundome Blvd., Suite 400 Lafayette, LA 70506 Phone: 337-291-3124</p>	<p>National Marine Fisheries Service Southeast Regional Office 9721 Executive Center Drive North St. Petersburg, FL 33702 Phone: 727-570-5301</p>		
Historic Sites Verification	<p>Before commencing construction, review federal and any applicable state, local or tribal historical preservation laws and determine if there are historical sites on or near the subject project. If so, adjustments may be necessary to construction plans or stormwater controls to ensure that these historic sites are not damaged.</p> <p>If historic properties are identified in path of stormwater discharge, the applicant can still meet Permit eligibility if they obtain and comply with a written agreement with the SHPO which outlines the measures the applicant will follow in order to mitigate or prevent adverse effects. The contents of such a written agreement must be included in the facility's pollution prevention plan. For agency verification:</p> <p>Office of Cultural Development Section 106 Review Coordinator PO Box 44247 Baton Rouge, LA 70804 225-342-8170</p>		
Corrective Action Log and Recordkeeping	<p>A corrective action log should describe repair, replacement and maintenance of BMP's undertaken based on the inspections and maintenance procedures. Actions related to the findings of inspections should reference the specific inspection report. This log should describe action taken, date completed and notes the persons that completed the work.</p> <p>The permittee shall retain copies of SWPPP and all reports required by the permit for a period of at least three years from the date that the site is finally stabilized. This period may be extended by request of LDEQ at any time. Records shall be at the construction site or other location accessible to DEQ and COA. The permittees with day to day operation control over pollution prevention plan implementation shall have a copy of the plan available at a central location on-site for the use of all operators whenever they are on the construction site. A copy of the plan must be readily available to inspectors during normal business hours. COA Inspectors will make periodic site visits to ensure compliance during construction. Failure to comply may result in delay of other construction inspections until compliance is achieved.</p>		
Plans and Maps	<p>Maps should be created to show the developed site or major phases of development and should include: direction of stormwater flow using directional arrows and approximate slopes before and after major grading activities; areas and timing of soil disturbance and areas that will not be disturbed; natural features to be preserved; locations of major structural and non-structural BMP's; locations and timing of stabilization measures; location of off-site material, waste, or equipment storage areas; locations of all waters of the US, including wetlands; locations of stormwater discharges to a surface water; location of storm drain inlets; areas where final stabilization has been completed. Plans should be created to show the measures to control pollutants in stormwater discharges where activity examples include: general sequence during construction; maintenance and inspection procedures; minimize disturbed area and protect natural features and soil; control stormwater flowing onto and through a project; stabilize soils; protect slopes; protect storm drain inlets; establish perimeter controls and sediment barriers; retain sediment on-site and control dewatering practices; establish stabilized construction exits; materials handling and waste management; building material staging area; designated washout area; etc.</p>		
Final Stabilization	<p>Final stabilization means: I) all soil disturbing activities at the site have been completed and either of the following criteria are met: II) when background native vegetation will cover less than 100 percent of the ground, the 70 percent coverage criteria is adjusted as follows: if the native vegetation covers 50 percent of the ground, 70 percent of 50 percent would require 35 percent total cover for final stabilization. III) in arid and semi arid areas only all soil disturbing activities at the site have been completed and both following criteria have been met: a) temporary erosion control measures are selected, designed and installed along with an appropriate seed base to provide erosion control for at least three years without active maintenance by you. b) the temporary erosion control measures are selected, designed and installed to achieve 70 percent vegetative coverage within three years. IV) for individual lots in residential construction, final stabilization means that either: a) the homebuilder has completed final stabilization as specified above or b) the homebuilder has established temporary stabilization including perimeter controls for an individual lot prior to occupation of the home and informing the homeowner of the need for final stabilization.</p>		
Informational Websites	<p>Websites for more information:</p> <p>EPA Guidance for SWPPP: <a href="http://cfpub.epa.gov/npdes/stormwater/swppp.cfm">http://cfpub.epa.gov/npdes/stormwater/swppp.cfm</a></p> <p>LDEQ Water Permits: <a href="http://www.deq.louisiana.gov/portal/default.aspx?tabid=243">http://www.deq.louisiana.gov/portal/default.aspx?tabid=243</a></p> <p>EPA Stormwater Program for Construction Activities: <a href="http://cfpub.epa.gov/npdes/stormwater/const.cfm">http://cfpub.epa.gov/npdes/stormwater/const.cfm</a></p>		
Local City Jurisdiction	<p>COA may have more stringent regulations for compliance in order to comply with the City's Ms4 Program with DEQ. <b>COA regulations may include an SWPPP application and BMP site plan for submittal with every project where there is soil disturbance regardless of the amount of soil disturbed.</b> Contact the Construction Development Department at 318-473-1184 for requirements.</p> <ol style="list-style-type: none"> <li>1. Application submittals shall be sent to the Construction Development Department. See contact info at the top of this page.</li> <li>2. COA Inspection requests shall be called in 24 hours in advance to 318-441-6333.</li> <li>3. Best Management Practices drawing / installation details can be obtained from the COA Engineering Department. Call 318-473-1176 to request drawings.</li> </ol>		

## STORM WATER POLLUTION PREVENTION PLAN & CORRECTIVE ACTION LOG

**Keep on jobsite throughout construction and available for review by Inspectors.**

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