



**LAND DISTURBANCE/SITE DEVELOPMENT PERMIT  
APPLICATION**

**For Office Use Only**

Application No.: \_\_\_\_\_ Property ID No: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
Method of Payment:  Cash  Check \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ FAX: \_\_\_\_\_

Note: Land Disturbance permits authorize grading only. Site Development permits authorize grading and all other private site infrastructure.

**Project Type**

- |   |   |
|---|---|
| <input type="checkbox"/> Single Family Residential Home | <input type="checkbox"/> Street/Bridge Construction   |
| <input type="checkbox"/> Single-Family Subdivision      | <input type="checkbox"/> General Grading/Filling      |
| <input type="checkbox"/> Commercial/Retail              | <input type="checkbox"/> Detached Accessory Structure |
| <input type="checkbox"/> Industrial                     | <input type="checkbox"/> Other (please describe)      |
| <input type="checkbox"/> Office                         | _____   |
| <input type="checkbox"/> Utility Extension              | _____   |
| <input type="checkbox"/> Pond Installation/Removal      | _____   |

**Project Location:**

Name of Project or Subdivision: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Property Address: \_\_\_\_\_

Is the Proposed utility work within the public street right-of-way?

- No  
 Yes

If yes, a separate right-of-way permit is required. A right-of-way permit can be obtained from the Public Works Department.

Total Site Area: \_\_\_\_\_ Acres

Total Area of Land Disturbing Activity\*: \_\_\_\_\_ Acres

\*"Land Disturbing Activity" means any activity that changes the physical conditions of land form, vegetation and hydrology, creates bare soil, or otherwise may cause Erosion or Sedimentation. Such activities include, but are not limited to, clearing, removal of vegetation, stripping, grading, grubbing, excavating, filing, logging and storing of materials.

**Proposed Activity**

**Describe the Proposed Work:**

---

---

---

---

**Construction Cost:** \_\_\_\_\_

**Does work include any construction or activity in the FEMA-regulated floodplain?**

**No**

**Yes**

If yes, a floodplain development permit is required.

**Responsible Parties**

**Record Owner of Property :** \_\_\_\_\_ **Contact Name (if different than above):** \_\_\_\_\_ **Best Contact Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State/Zip:** \_\_\_\_\_

**Engineer(s):** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
\_\_\_\_\_ **Fax:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **City:** \_\_\_\_\_  
\_\_\_\_\_ **State/Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Retained Qualified Erosion Control Specialist \*** \_\_\_\_\_ **Company:** \_\_\_\_\_  
\_\_\_\_\_ **Phone:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **City:** \_\_\_\_\_  
\_\_\_\_\_ **State/Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Responsible Contractor(s):** *Include ALL Contractors responsible for Land Disturbance Activities (septic system, paving, storm sewer, grading, street lighting, landscaping, etc). Attach additional pages if necessary and include all information below:*

**General Contractor:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**Contact: Email:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_  
**Cell:** \_\_\_\_\_  
**Street:** \_\_\_\_\_ **City: State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Type of work:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
\_\_\_\_\_ **Email:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Cell:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **City:** \_\_\_\_\_  
\_\_\_\_\_ **State/Zip:** \_\_\_\_\_ **Type of work:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
\_\_\_\_\_ **Email:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Cell:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **City:** \_\_\_\_\_  
\_\_\_\_\_ **State/Zip:** \_\_\_\_\_ **Type of work:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
\_\_\_\_\_ **Email:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_  
\_\_\_\_\_ **Cell:** \_\_\_\_\_ **Street:** \_\_\_\_\_ **City:** \_\_\_\_\_  
\_\_\_\_\_ **State/Zip:** \_\_\_\_\_ **Type of work:** \_\_\_\_\_

\*Qualified Erosion Control Specialist, as defined by Ordinance. Section 500.410, means a person qualified to perform inspections of Erosion and Sediment Control measures. Qualified personnel includes a Professional Engineer licensed in the state of Kansas or anyone who has obtained on of the following certifications: CCIS through Stormwater USA, LLC; CISEC through CISEC, Inc; or CESSWI through EnviroCert International, Inc. or equivalent qualifications approved in writing by the Director as part of an approved Stormwater Pollution Prevention Plan or Erosion and Sediment Control Plan.

## **Land Disturbance Application Checklist**

Please remit this application along with the following supporting documentation for review by the City of Mission, KS Public Works, 4775 Lamar Mission, KS 66202. Please allow 10 working days for review.  
Questions? Please call: 913-676-8375

### **Submittal Requirements**

(check box if included)

- Completed Land Disturbance Application**
- A site-specific Stormwater Pollution Prevention Plan (SWP2 Plan)**
- A site-specific Erosion and Sediment Control Plan**
- A site-specific grading plan**
- A site-specific plan for disposal of building materials and litter, concrete washout areas, fuel, chemical and miscellaneous fluids containment, sanitary wastes, and all other pollutants onsite that may have an adverse impact to water quality**
- Proposed schedule and contemplated duration of land-disturbing activities on the site**
- Proposed method of providing performance surety (see below)**
- A copy of the Notice of Intent (NOI) submitted to the KDHE**
- Owner Authorization Form if property owner is not applying for LD Permit (if applicable)**
- Utility Authorization Form if utility is not applying for LD Permit (if applicable)**
- \$250 Permit Fee**

### **Performance Surety Requirements**

1. **Generally: disturbed acreage times \$2,000 equals surety amount which can be in form of bond, letter of credit, cash deposit, or cashier's check or other similar instrument. Maximum will not exceed \$30,000 in ordinary circumstances.**

**Area Disturbed (acres) \_\_\_\_\_ X \$2,000 = \_\_\_\_\_ Required Performance Surety**  
**(Acreage amount determined by rounding up to the next whole acre)**

**The required surety amount may be increased by the Director by up to 50% from the standard amount depending upon specific nature and scope of project and anticipated disturbance. Upon request and supporting documentation from the owner, the Director may also reduce the standard surety amount if on-site conditions warrant a reduction. Surety for land disturbances can be incorporated into other sureties that may be required of the development.**

2. **Single family residential construction which is typical in nature shall be generally exempted from providing cash surety. Enforcement of code provisions and other methods described in Ordinance # \_\_\_\_\_ Section 500.460 shall be used to ensure compliance with the City's LD requirements.**

**Please check the boxes below to acknowledge that you have read and understand the following items**

- A preconstruction meeting must be held with the City of Mission Public Works Department before any disturbance begins. Phone: 913 676 8375. 4775 Lamar Mission, KS 66202.
- Land Disturbance Permit Holder must call for inspection after installing perimeter erosion and sediment control devices but before beginning other work on site.
- Soil, sand rock, or other debris must be kept off the roads and not allowed to enter stormsewer systems and if for any reason such debris escapes the construction site, the debris must immediately be removed to the maximum extent practicable. Vegetative buffers or other protection must be provided along streams, rivers, and ponds to avoid erosion of banks and siltation.
- Stabilization measures must be performed within fourteen (14) days in portions of the site where construction activities have temporarily or permanently ceased.
- Designated areas such as preserved buffers must be marked off and protected. Heavy equipment cannot be operated or stored, nor materials handled or stored, within these areas.
- The Stormwater Pollution Prevention Plan (SWP2 Plan) must be kept onsite and updated as necessary and immediately available to inspection upon request.
- Site must be inspected weekly and after every 1/2 inch precipitation event by a Qualified Erosion Control Specialist as defined on page 2 of this application. These inspections and any noted deficiencies must be logged in the SWP2 Plan by date. Deficiencies must be corrected within 3 days.
- Issuance of the City's Land Disturbance Permit does not exempt the site from State requirements and a copy of the approved State permit must be obtained before construction begins and must be kept in the SWP2 Plan.

I certify that I have reviewed this document and understand I must comply with the erosion prevention and sediment control requirements of the City of Mission, KS. I agree to implement and follow the provisions of the Land Disturbance Permit/Site Development Permit for the construction site. I understand that these requirements will be enforced by The City of Mission KS and failure to comply may result in the issuance of a "Stop Work Order" and other penalties until compliance is accomplished. The undersigned shall be responsible for complying with this permit and the City of Mission KS Ordinance # 1320.

Print Name: \_\_\_\_\_

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

Application Reviewed By: \_\_\_\_\_

Changes Recommended?  No  Yes If Yes, revised Application acceptance date: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**No Land Disturbing Activities or Site Work May Occur Prior To Issuance of the City of Mission KS LD/SW Permit and Permit from the State of Kansas**