



Department of Community Development

4800 West 92<sup>nd</sup> Avenue

Westminster, CO 80031

Phone: 303-658-2114

[www.cityofwestminster.us](http://www.cityofwestminster.us)

Permit No.                     

<b>(1) Project Name:</b>		
Project address:	Subdivision:	
Existing land use:	Proposed land use:	
Project size (acres):	Total disturbed area (acres):	
Brief Description of Project:		
<b>(2) Applicant Information (legally responsible entity) Who is applying? Owner <input type="checkbox"/> Developer <input type="checkbox"/> Contractor <input type="checkbox"/></b>		
Company Name:		
Mailing Address:		
City, State, Zip Code:		
Phone:	Company website:	
Legally responsible person (application signer) printed name:		
Legally responsible person title:		
Legally responsible person e-mail:		
Office number:	Mobile number:	Fax:
On-site contact person:		
Title:		
Mobile:		
<b>(3) Project Schedule</b>		
Expected Start Date:	Expected completion date:	
<b>(4) Name of receiving waters</b> (If discharge is to a ditch or storm sewer, also include ultimate receiving water):		
<b>(5) Existing site conditions.</b> List vegetative cover percentage (attach photos):		
<b>(6) Certification:</b> I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws and building codes including the City of Westminster Standards and Specifications for the Design and Construction of Public Improvements. Additionally, <b>I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS, FINES AND OTHER FEES ASSOCIATED WITH THIS APPLICATION.</b>		
Signature (legally responsible person): _____ Date: _____		
Note: This permit is separate from any permits required by the Colorado Department of Public Health and Environment (CDPHE), Water quality Control Division under the Colorado Discharge Permit System.		
<b>*** FOR OFFICE USE ONLY ***</b>		
PDP/ODP approved: <input type="checkbox"/> n/a, <input type="checkbox"/> No, <input type="checkbox"/> Yes	CDPHE CDPS permit: <input type="checkbox"/> n/a, <input type="checkbox"/> No, <input type="checkbox"/> Yes; Permit#:	
Construction Drawings approved: <input type="checkbox"/> n/a, <input type="checkbox"/> No, <input type="checkbox"/> Yes	CDPHE dewatering permit: <input type="checkbox"/> n/a, <input type="checkbox"/> No, <input type="checkbox"/> Yes; Permit#:	
Stormwater Management Plan attached: <input type="checkbox"/> No, <input type="checkbox"/> Yes	COE 404 permit: <input type="checkbox"/> n/a, <input type="checkbox"/> No, <input type="checkbox"/> Yes; Permit#:	
\$250 permit fee paid: <input type="checkbox"/> n/a, <input type="checkbox"/> No, <input type="checkbox"/> Yes	Approval date:	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Notes to Applicant

1. A Land Disturbance Permit may be required for all construction activities that disturb existing soils. Such construction activities include but are not limited to, clearing, grading, excavation, demolition, utility installation, road construction, haul roads, staging areas, stockpiling of fill materials and borrow areas.
2. Additionally, a State Stormwater Discharge Permit shall be obtained prior to any grading being performed on sites at least one (1) acre in size. These permits can be obtained from the Colorado Department of Public Health and Environment Water Quality Control Division (303-692-3517; [www.cdphe.state.co.us/wq/PermitsUnit](http://www.cdphe.state.co.us/wq/PermitsUnit) ).
3. All construction activities that disturb one (1) acre or more (disturbed area includes materials storage areas, access roads, staging areas etc.) shall prepare and submit a Stormwater Management Plan (SWMP) to the City of Westminster's Engineering Division for review. A brief list of items to include in the SWMP is shown below for reference only. The applicant shall review the States guidance document for SWMP preparation to ensure compliance.
4. The applicant shall include Best Management Practices (BMP's) into their site development project. The applicant should reference the City of Westminster's Standards and Specifications and Volume 3 of the Urban Drainage and Flood Control District for example BMP's.
5. The applicant shall install and perform all Best Management Practices in accordance with the approved Stormwater Management Plan (SWMP).
6. The applicant shall be insured or bonded in accordance with the City's permit criteria to protect and indemnify the City of Westminster against liability for contractor non-performance or non-compliance with the approved plans and criteria for a minimum of one year after the disturbed area has been adequately stabilized.
7. The application for a land disturbance permit shall be submitted in its entirety to the City Engineer, allowing at least 10 days for review. Incomplete or otherwise inadequate plans will be returned to the applicant with comments. It is the applicant's responsibility to bring the erosion control plan into compliance and to resubmit the plan.
8. If there will not be a Public Improvements Agreement for the overall construction project including this land disturbance activity, a Land Disturbance Agreement will need to be executed with this permit.
9. Approval of this permit shall constitute conformance with Title XI, Chapter 7, and Verse 7 of the City of Westminster Municipal Code.
10. Failure to comply with any portion of the requirements listed in this Land Disturbance Permit may create a Stormwater Quality violation enforceable per Title VIII, Chapter XI of the City of Westminster Municipal Code.

### **\*GENERAL ITEMS TO INCLUDE IN THE STORMWATER MANAGEMENT PLAN (SWMP)**

\*The applicant shall review the States guidance document for SWMP preparation to ensure compliance.

- Vicinity map
- Site boundary based on a legal survey and legal description
- Total area of parcel and area of proposed disturbance.
- Existing topography of the site and topography of the surrounding properties for a distance of 150 feet off-site, using a maximum contour interval of 2 feet
- Proposed topography using a maximum contour interval of 2 feet
- Proposed grading limits
- Identification of existing and proposed swales, ditches and drainageways
- Proposed surface improvements (i.e. roads, detention ponds, storm sewers)
- Location and description of Best Management Practices (BMP's) at various phases of the project:
  - before earthwork activities
  - during construction and at critical stages
  - post construction/final stabilization with re-vegetation plan
- Access points, storage areas, staging areas, construction waste management and concrete washout locations
- Construction details and maintenance schedules for BMP's.
- General notes as specified in Chapter 2 of the STANDARDS
- All stormwater management plans shall include a signature block for the designer acknowledging responsibility for the preparation of the stormwater management plan.

## STANDARD NOTES TO INCLUDE ON STORM WATER MANAGEMENT PLAN

1. All site grading (excavation, embankment, and compaction) shall conform to the recommendations of the latest soils investigation for this property and shall further be in conformance with the City of Westminster's **"Standards and Specifications for the Design and Construction of Public Improvements,"** latest edition.
2. A State Stormwater Discharge Permit shall be obtained prior to any grading being performed on sites at least one (1) acre in size. These permits can be obtained from the Colorado Department of Public Health and Environment Water Quality Control Division (303-692-3517; [www.cdphe.state.co.us/wq/PermitsUnit](http://www.cdphe.state.co.us/wq/PermitsUnit) ).
3. Natural vegetation shall be retained and protected wherever possible. Exposure of soil to erosion by removal or disturbance of vegetation shall be limited to the area required for immediate construction operation and for the shortest practical period of time.
4. Land disturbance activities shall not disturb any City owned Open Space, environmentally sensitive areas or any other property outside their ownership without prior written consent from the property owner.
5. Temporary fences shall be installed along all boundaries of the construction limits as shown on the approved stormwater management plan, to prevent grading on property not owned by the developer. In addition, the City may require additional temporary fences if field conditions so merit them.
6. Topsoil shall be stockpiled to the extent practicable on the site for use on areas to be re-vegetated. Any and all stockpiles shall be located and protected from erosive elements.
7. Temporary vegetation shall be installed on all disturbed areas where permanent surface improvements are not scheduled for installation within three months. Vegetation shall be a vigorous, drought tolerant, native species mix. Refer to Section 2.26.00 of "Standards and Specifications for the Design and Construction of Public Improvements," latest edition, for seeding mix. Project scheduling should take advantage of spring or fall planting seasons for natural germination, but seeded areas shall be irrigated, if conditions so merit.
8. At all times, the property shall be maintained and/or watered to prevent wind-caused erosion. Earthwork operations shall be discontinued when fugitive dust significantly impacts adjacent property. If earthwork is complete or discontinued and dust from the site continues to create problems, the owner/developer shall immediately institute mitigative measures and shall correct damage to adjacent property.
9. The owner/developer shall provide any additional dust abatement and erosion control measures deemed necessary by the City, should conditions merit them.
10. All erosion control measures (BMP's) shall be inspected and the condition documented by the contractor every 14 days and within 24 hours after storm events. Inspection reports shall be kept on site and made available at all times for City review. All erosion control devices shall be properly maintained.
11. Temporary cut/fill slopes shall not exceed a steepness of 2:1 (H:V). Permanent slopes shall not exceed 4:1 (H:V) in areas to be seeded or sodded. Retaining walls shall be reviewed and approved by separate application to the Building Division.
12. Utility construction is not approved under this plan.
13. The following note shall be included on all erosion control plans:  
"This stormwater management plan has been submitted to the City of Westminster and is in general conformance with the CITY's standards. Additional erosion and sediment control measures may be required of the owner and his or her agents due to unforeseen erosion problems or if the proposed erosion control measures do not function as intended. The requirements of this stormwater management plan and the obligation of the land owner shall run with the land until such time as the stormwater management plan is properly completed, officially modified or voided."
14. All stormwater management plans shall include a signature block for the property owner stating the following:  
"I, (property owner's name), have reviewed the CITY's erosion and sediment control standards and this stormwater management plan. I acknowledge my responsibility to provide all necessary erosion and sediment control measures to avoid damage to property and polluting of receiving waters."

**Excerpt from the States Discharge Permit for reference only, applicant to verify content.**

Part I.C STORMWATER MANAGEMENT PLAN (SWMP) – CONTENTS

The SWMP shall include the following items, at a minimum:

1. **Site Description.** The SWMP shall clearly describe the construction activity, to include:
  - a) The nature of the construction activity at the site.
  - b) The proposed sequence for major activities.
  - c) Estimates of the total area of the site, and the area and location expected to be disturbed by clearing, excavation, grading, or other construction activities.
  - d) A summary of any existing data used in the development of the site construction plans or SWMP that describe the soil or existing potential for soil erosion.
  - e) A description of the existing vegetation at the site and an estimate of the percent vegetative ground cover.
  - f) The location and description of all potential pollution sources, including ground surface disturbing activities (see Part I.A.2.b), vehicle fueling, storage of fertilizers or chemicals, etc.
  - g) The location and description of any anticipated allowable sources of non-stormwater discharge at the site, e.g., uncontaminated springs, landscape irrigation return flow, construction dewatering, and concrete washout.
  - h) The name of the receiving water(s) and the size, type and location of any outfall(s). If the stormwater discharge is to a municipal separate storm sewer system, the name of that system, the location of the storm sewer discharge, and the ultimate receiving water(s).
  
2. **Site Map.** The SWMP shall include a legible site map(s), showing the entire site, identifying:
  - a) construction site boundaries;
  - b) all areas of ground surface disturbance;
  - c) areas of cut and fill;
  - d) areas used for storage of building materials, equipment, soil, or waste;
  - e) locations of dedicated asphalt or concrete batch plants;
  - f) locations of all structural BMPs;
  - g) locations of non-structural BMPs as applicable; and
  - h) locations of springs, streams, wetlands and other surface waters.

3. **Stormwater Management Controls.**

The SWMP must include a description of all stormwater management controls that will be implemented as part of the construction activity to control pollutants in stormwater discharges. The appropriateness and priorities of stormwater management controls in the SWMP shall reflect the potential pollutant sources identified at the facility.

The description of stormwater management controls shall address the following components, at a minimum:

- a) **SWMP Administrator** - The SWMP shall identify a specific individual(s), position or title who is responsible for developing, implementing, maintaining, and revising the SWMP. The activities and responsibilities of the administrator shall address all aspects of the facility's SWMP.
  
- b) **Identification of Potential Pollutant Sources** - All potential pollutant sources, including materials and activities, at a site must be evaluated for the potential to contribute pollutants to stormwater discharges. The SWMP shall identify and describe those sources determined to have the potential to contribute pollutants to stormwater discharges, and the sources must be controlled through BMP selection and implementation, as required in paragraph (c), below.

At a minimum, each of the following sources and activities shall be evaluated for the potential to contribute pollutants to stormwater discharges, and identified in the SWMP if found to have such potential:

- 1) all disturbed and stored soils;
- 2) vehicle tracking of sediments;
- 3) management of contaminated soils;
- 4) loading and unloading operations;
- 5) outdoor storage activities (building materials, fertilizers, chemicals, etc.);
- 6) vehicle and equipment maintenance and fueling;
- 7) significant dust or particulate generating processes;
- 8) routine maintenance activities involving fertilizers, pesticides, detergents, fuels, solvents, oils, etc.;
- 9) on-site waste management practices (waste piles, liquid wastes, dumpsters, etc.);
- 10) concrete truck/equipment washing, including the concrete truck chute and associated fixtures and equipment;

- 11) dedicated asphalt and concrete batch plants;
- 12) non-industrial waste sources such as worker trash and portable toilets; and
- 13) other areas or procedures where potential spills can occur.

c) **Best Management Practices (BMPs) for Stormwater Pollution Prevention** - The SWMP shall identify and describe appropriate BMPs, including, but not limited to, those required by paragraphs 1 through 8 below, that will be implemented at the facility to reduce the potential of the sources identified in Part I.C.3.b to contribute pollutants to stormwater discharges. The SWMP shall clearly describe the installation and implementation specifications for each BMP identified in the SWMP to ensure proper implementation, operation and maintenance of the BMP.

- 1) Structural Practices for Erosion and Sediment Control. The SWMP shall clearly describe and locate all structural practices implemented at the site to minimize erosion and sediment transport. Practices may include, but are not limited to: straw bales, wattles/sediment control logs, silt fences, earth dikes, drainage swales, sediment traps, subsurface drains, pipe slope drains, inlet protection, outlet protection, gabions, and temporary or permanent sediment basins.
- 2) Non-Structural Practices for Erosion and Sediment Control. The SWMP shall clearly describe and locate, as applicable, all non-structural practices implemented at the site to minimize erosion and sediment transport. Description must include interim and permanent stabilization practices, and site-specific scheduling for implementation of the practices. The SWMP should include practices to ensure that existing vegetation is preserved where possible. Non-structural practices may include, but are not limited to: temporary vegetation, permanent vegetation, mulching, geotextiles, sod stabilization, slope roughening, vegetative buffer strips, protection of trees, and preservation of mature vegetation.
- 3) Phased BMP Implementation. The SWMP shall clearly describe the relationship between the phases of construction, and the implementation and maintenance of both structural and non-structural stormwater management controls. The SWMP must identify the stormwater management controls to be implemented during the project phases, which can include, but are not limited to, clearing and grubbing; road construction; utility and infrastructure installation; vertical construction; final grading; and final stabilization.
- 4) Materials Handling and Spill Prevention. The SWMP shall clearly describe and locate all practices implemented at the site to minimize impacts from procedures or significant materials (see definitions at Part I.E.) that could contribute pollutants to runoff. Such procedures or significant materials could include: exposed storage of building materials; paints and solvents; fertilizers or chemicals; waste material; and equipment maintenance or fueling procedures. Areas or procedures where potential spills can occur must have spill prevention and response procedures identified in the SWMP.
- 5) Dedicated Concrete or Asphalt Batch Plants. The SWMP shall clearly describe and locate all practices implemented at the site to control stormwater pollution from dedicated concrete batch plants or dedicated asphalt batch plants covered by this certification.
- 6) Vehicle Tracking Control. The SWMP shall clearly describe and locate all practices implemented at the site to control potential sediment discharges from vehicle tracking. Practices must be implemented for all areas of potential vehicle tracking, and can include: minimizing site access; street sweeping or scraping; tracking pads; graveled parking areas; requiring that vehicles stay on paved areas on-site; wash racks; contractor education; and/or sediment control BMPs, etc.
- 7) Waste Management and Disposal, Including Concrete Washout.
  - i.) The SWMP shall clearly describe and locate the practices implemented at the site to control stormwater pollution from all construction site wastes (liquid and solid), including concrete washout activities.
  - ii.) The practices used for concrete washout must ensure that these activities do not result in the contribution of pollutants associated with the washing activity to stormwater runoff.
  - iii.) Part I.D.3.c of the permit authorizes the conditional discharge of concrete washout water to the ground. The SWMP shall clearly describe and locate the practices to be used that will ensure that no washout water from concrete washout activities is discharged from the site as surface runoff or to surface waters.
- 8) Groundwater and Stormwater Dewatering.
  - i.) The SWMP shall clearly describe and locate the practices implemented at the site to control stormwater pollution from the dewatering of groundwater or stormwater from excavations, wells, etc.

- ii.) Part I.D.3.d of the permit authorizes the conditional discharge of construction dewatering to the ground. For any construction dewatering of groundwater not authorized under a separate CDPS discharge permit, the SWMP shall clearly describe and locate the practices to be used that will ensure that no groundwater from construction dewatering is discharged from the site as surface runoff or to surface waters.