

*St. Louis County Department of Public Works  
Division of Code Enforcement*

**CHANGE of LAND OWNERSHIP – MAJOR LAND DISTURBANCE PERMIT  
INFORMATION & FILING INSTRUCTIONS**

A separate Major Land Disturbance Permit is required whenever there is a change in the ownership of a site that has an open Land Disturbance Permit.

Section 106.2 of St. Louis County's Land Disturbance Code (LDC) relative to Major Land Disturbances states:

106.2 Limitation on Transfer of Land Disturbance Permits: Any person who buys land from a person who has been issued a land disturbance permit under sections 106.1.1 or 106.1.2 of this Code must obtain a separate land disturbance permit from the County.

Exception:

Major Land Disturbance permits may be transferred to a new land owner provided the original permit holder obtains the approval of the Department of Planning to retain responsibility for the Land Disturbance Activities on such property.

It is assumed most owners will want to assign/transfer the responsibilities & liabilities associated with the land disturbance to the new owner rather than utilizing the Exception option in the Code. These instructions & attachments are for obtaining a separate Land Disturbance Permit.

The new owner, or new owner's agent, must complete and submit the attached application titled "St. Louis County Application, Major Land Disturbance Permit (For Use With Change of Land Ownership)" to the Permit Application Center (PAC) located in Public Works on the 6<sup>th</sup> floor of the County's Administration Building, 41 S. Central, Clayton, MO.

The attached form titled "Transfer of Responsibilities & Liabilities Associated With Land Disturbance (LD) Activities" should also be submitted with the application. Please use the appropriate version of the form (see top of form) depending on whether the site/project is located within Unincorporated County or within a contracting Municipality. The Municipal Zoning Official must complete the bottom of the form or complete the standard Municipal Zoning Approval for Permit Application Form (also attached) listing "change of land ownership" under description of work. If the property has already changed hands, a letter of explanation from the Transferee shall be provided if the Transferee is unsuccessful in obtaining the Current Permit Holder's signature on the form.

The new owner will also need to establish any escrows that may be required by the LDC with the Department of Planning (sites/projects in Unincorporated County) or with the Municipality (sites/projects in a contracting Municipality). These new owner escrows will need to be on file before the Current Permit Holder's escrows will be released.

The PAC Center will coordinate the review of the application request for sites/projects in Unincorporated County with the Departments of Planning and Highways & Traffic and obtain their releases/approvals before issuing the separate Major Land Disturbance Permit. For sites/projects located within a contracting Municipality the PAC Center will verify Municipal approval and coordinate the review of the application request with the Department of Highways and Traffic and obtain their release/approval before issuing the separate Major Land Disturbance Permit,

The SWPPP and Engineering Plan approved by the County under the original Major Land Disturbance Permit must be adhered to until changed under an amended permit. New land owners that intend to eventually develop the land in a different manner must submit signed and sealed amended grading and development plans to the County for approval and obtain new or amended permits, whichever is appropriate.

# ST. LOUIS COUNTY APPLICATION MAJOR LAND DISTURBANCE PERMIT

PERMIT PROCESSING, 6<sup>TH</sup> FLOOR  
DEPARTMENT OF PUBLIC WORKS  
ST. LOUIS COUNTY GOV'T CENTER  
41 S CENTRAL, CLAYTON, MO 63105

(FOR USE WITH CHANGE IN LAND OWNERSHIP)

PAC No. \_\_\_\_\_

(Please Type or Print Legibly in Ink,  
Complete All Parts, and Sign Application)

DATE OF APPLICATION \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ SUITE/FLOOR NO. \_\_\_\_\_ ZIP CODE \_\_\_\_\_

UNINCORP. COUNTY  YES, SUBDIVISION or  
or MUNICIPALITY \_\_\_\_\_ BLDG./CENTER \_\_\_\_\_ LOT NO. \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

NEW PROPERTY OWNER \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ GOV'T OWNED  YES  
LAST NAME FIRST TELEPHONE #

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TENANT/BUSINESS NAME \_\_\_\_\_  EXISTING,  NEW

ESTIMATED REMAINING LAND DISTURBANCE CONSTRUCTION COST \_\_\_\_\_

PERMIT TYPE	
<input type="checkbox"/> <b>MAJOR LAND DISTURBANCE (MLD)</b> -Disturbance of one acre (43,560 square feet) or more of land <input type="checkbox"/> <b>MLD INSPECTIONS PERMIT (Municipality w/Contract for Inspections Only or Unincorporated when Applicable) Muni MLD Permit No.</b> _____ Original Permit # _____ New Permit # _____	
TYPE OF WORK	TYPE OF DEVELOPMENT
<input type="checkbox"/> ADVANCE-ROUGH GRADING <input type="checkbox"/> CLEARING AND GRUBBING <input type="checkbox"/> GRADING <input type="checkbox"/> MISCELLANEOUS <input type="checkbox"/> SITE IMPROVEMENT WORK	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MULTIFAMILY <input type="checkbox"/> RESIDENTIAL
<p style="text-align: center;"><b>MAJOR LAND DISTURBANCE (≥ One Acre)</b></p> <p><b>AREA OF DISTURBANCE</b> _____ Acre(s), or _____ Square Feet Refer to SWPPP and Engineering Plan approved by the County under the Original MLD Permit for Scope of Work and BMP's. The County Approved Plan must be adhered to until changed under an amended permit.</p> <p style="text-align: center;"><b>Permit Holder Inspection &amp; Report Responsibilities</b></p> <p>The holder of a Major Land Disturbance Permit, or his/her agent, shall cause regular inspections of land disturbance sites by a qualified special inspector. Inspections must be scheduled at least once per week and no later than 72 hours after heavy rain. The purpose of such inspections will be to ensure proper installation, operation and maintenance of BMP and to determine the need for additional control measures. All inspections shall be documented in written form on weekly reports with copies submitted to the County.</p> <p>Name of MLD Special Inspector: _____</p>	
<p style="text-align: center;"><b>Applicant's Statement of Understanding for Clearing &amp; Grubbing and/or Advance/Rough Grading Partial Permit</b></p> <p>I, the owner or authorized contractor/agent for the owner, request authorization to proceed with Clearing &amp; Grubbing and/or Advance/Rough Grading for the site/project referenced in order to allow construction to commence while we are awaiting completion of the Site Construction/Improvement Plans and/or the review process for the complete Land Disturbance and/or Building Permit. I understand that if authorization is given I will be proceeding at my own risk, without assurance that a Land Disturbance and/or Building Permit for the entire site work will be granted. Erosion &amp; sediment control measures will be maintained at all times. Permanent vegetation will be established at my expense if the complete land disturbance permit is not issued for any reason. I am releasing all liability, indemnifying and holding harmless St. Louis County, its officers, employees, agents, and assigns for any expense, error or omission resulting from such authorization to start land disturbance work.</p>	
FOR OFFICE USE ONLY	

For Office Use

LOC. NO. \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**FOR OFFICE USE ONLY**

ZONING DIST. \_\_\_\_\_  
FIRE DIST. \_\_\_\_\_

**PUBLIC WORKS PERMIT FEES**

LAND DIST	
INSPECTION	
PENALTY	
PW TOTAL	
FEES PAID	

**H&T REVIEW/INSPECT FEES**

<input type="checkbox"/> ARS <input type="checkbox"/> CRS/General REVIEW _____	
INSPECTION _____	
H&T TOTAL _____	
FEES PAID _____	

\*\*\*\*\*  
TOTAL FEES \_\_\_\_\_  
\*\*\*\*\*

DATE ISSUED \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

ISSUED BY \_\_\_\_\_

**APPROVALS & DATE**

EST. COST \_\_\_\_\_  
ZONING REV \_\_\_\_\_  
PW PLAN REV \_\_\_\_\_  
H&T REV \_\_\_\_\_  
BOX NO \_\_\_\_\_

I CERTIFY THAT I AM THE CONTRACTOR/AGENT AUTHORIZED TO APPLY FOR THIS PERMIT AND THAT I HAVE AN AGREEMENT WITH THE OWNER/LEASEE TO PERFORM THIS WORK. THE SCOPE OF WORK INDICATED AND COST ESTIMATES ARE TRUE & CORRECT.

CONTR. NAME & ADDRESS	TEL. NO	REG. NO	SIGNATURE
	FAX NO.	DATE:	
	EMAIL		

St. Louis County Department of Public Works  
Division of Code Enforcement

**TRANSFER OF RESPONSIBILITIES & LIABILITIES  
ASSOCIATED WITH LAND DISTURBANCE (LD) ACTIVITIES  
Form for sites/projects located in Unincorporated County**

Date: \_\_\_\_\_ Original LD Permit # \_\_\_\_\_ New LD Application # \_\_\_\_\_  
*(Application # assigned by County when submitted)*

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Current Permit Holder: \_\_\_\_\_

Address of Current Permit Holder: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Transferee: \_\_\_\_\_

Address of Transferee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**For Complete Assignment (Complete and Sign Below):**

The undersigned, being the Current Permit Holder of LD Permit No. \_\_\_\_\_ is conveying ownership of the property that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

\_\_\_\_\_ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to St. Louis County and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated LD Permit No. \_\_\_\_\_.

Current Permit Holder:

Transferee:

\_\_\_\_\_

\_\_\_\_\_

**For Partial Assignment (Complete and Sign Below):**

The undersigned, being the Current Permit Holder of LD Permit No. \_\_\_\_\_ is conveying ownership of that part of the property legally described on the attached Exhibit A, incorporated herein by reference (the "Conveyed Property") that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

\_\_\_\_\_ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to St. Louis County and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated this Partial Assignment and the new Permit for the Conveyed Property. The Current Permit Holder shall not be relieved of responsibility or liability for land disturbance activities regulated by the Permit on that part of the property, not included in Exhibit A but part of the original Permit that is retained by the Current Permit Holder.

Current Permit Holder:

Transferee:

\_\_\_\_\_

\_\_\_\_\_

St. Louis County Department of Public Works  
Division of Code Enforcement

**TRANSFER OF RESPONSIBILITIES & LIABILITIES  
ASSOCIATED WITH LAND DISTURBANCE (LD) ACTIVITIES  
Form for sites/projects located in a contracting Municipality**

Date: \_\_\_\_\_ Original LD Permit # \_\_\_\_\_ New LD Application # \_\_\_\_\_  
(Application # assigned by County when submitted)

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Current Permit Holder: \_\_\_\_\_

Address of Current Permit Holder: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Transferee: \_\_\_\_\_

Address of Transferee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**For Complete Assignment (Complete and Sign Below):**

The undersigned, being the Current Permit Holder of LD Permit No. \_\_\_\_\_ is conveying ownership of the property that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

\_\_\_\_\_ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to the Municipal jurisdiction, St. Louis County, and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated LD Permit No. \_\_\_\_\_.

Current Permit Holder: \_\_\_\_\_

Transferee: \_\_\_\_\_

**For Partial Assignment (Complete and Sign Below):**

The undersigned, being the Current Permit Holder of LD Permit No. \_\_\_\_\_ is conveying ownership of that part of the property legally described on the attached Exhibit A, incorporated herein by reference (the "Conveyed Property") that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

\_\_\_\_\_ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to the Municipal jurisdiction, St. Louis County, and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated this Partial Assignment and the new Permit for the Conveyed Property. The Current Permit Holder shall not be relieved of responsibility or liability for land disturbance activities regulated by the Permit on that part of the property, not included in Exhibit A but part of the original Permit that is retained by the Current Permit Holder.

Current Permit Holder: \_\_\_\_\_

Transferee: \_\_\_\_\_

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*Below this line to be completed by Municipality*

**MUNICIPAL ZONING APPROVAL**

The City of \_\_\_\_\_ is aware of a change of land ownership for the project noted above and authorizes St. Louis County to issue a Major Land Disturbance to the new owner (transferee).

Municipal Zoning Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

Title of approving Municipal Official: \_\_\_\_\_

**MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION**

TO: St. Louis County Government  
Department of Public Works  
County Administration Building  
41 South Central Avenue – 6<sup>th</sup> floor  
Clayton, MO 63105

FROM: \_\_\_\_\_  
Municipality

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Owner Name & Address: \_\_\_\_\_

Applicant Name & Address: \_\_\_\_\_

**ZONING APPROVAL**

Municipal Zoning Classification: \_\_\_\_\_

Is this project located in a Flood Plain?      \_\_\_\_\_ YES      \_\_\_\_\_ NO

Municipal Zoning Approval\* by: \_\_\_\_\_      Date: \_\_\_\_\_

Title of approving Municipal Official: \_\_\_\_\_

\*For Municipalities that also contract for Land Disturbance Code enforcement, Zoning Approval includes municipal approvals for municipal and private roadways (proposed and existing), flood plain management regulations, applicable private storm conveyance and/or control system regulations, collection and administration of site development escrows, and other applicable municipal laws and regulations.

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**Note:** Applicants for building and/or land disturbance permits must submit this form together with four (4) copies of the site plan approved, signed and dated by the Municipal Official to St. Louis County, Department of Public Works in order to obtain the permit. Applicants may file their application for permit with the County to start the County’s review process while they finalize obtaining their Municipal Zoning Approval; however, the permit will not be issued until the Zoning Approval is received. Applicants should verify that the use and building/parking lot configuration on the site is approvable by the Municipality before submitting to the County.

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER (if known) \_\_\_\_\_