

RESIDENTIAL ORDINARY LAND DISTURBANCE
PERMIT REQUIREMENTS

This guideline is intended to provide a homeowner/contractor with the basic information needed to apply for a permit to conduct an **ordinary land disturbance** on a development for or of detached single family dwellings, detached two family dwellings, or multiple single family dwellings (townhouses).

A Land Disturbance Permit is required for any clearing, rough grading (cutting and/or filling), excavating, finish grading, or any related work, which reshapes the ground surface or otherwise results in the removal and/or destruction of natural vegetation and/or results in the ground surface being exposed. A land disturbance permit is required for any disturbance in the unincorporated areas of St. Louis County and in Municipalities that contract with St. Louis County for land disturbance and building plan review and inspection service (For contracting Municipalities see Municipal Contract Matrix at www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks).

There are two different types of a land disturbance permits:

- a. An **Ordinary Land Disturbance (OLD)** is any land disturbance involving less than one acre (43,560 square feet) of land.
- b. A **Major Land Disturbance (MLD)** is any land disturbance activity involving one acre or more of land or a site involving less than one acre that is part of a proposed development that will ultimately disturb one acre or more of land. Refer to the web site listed above for additional information on permits and other requirements pertaining to a Major Land Disturbance.

The following work does not need a Land Disturbance Permit:

1. Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
2. Existing farming, nursery and agricultural operations conducted as a permitted or accessory use.
3. Land disturbance activities involving less than 30 cubic yards of earth/soil moved and less than 2000 square feet of disturbed area provided the Land Disturbance Activity is for the improvement of the property. Erosion and sediment control measures shall be provided when necessary, until grass or other vegetation is established.
4. Removal of existing or dying grass or similar vegetation by disturbing not more than 10,000 square feet and re-sodding or re-seeding with new grass or landscaping to include preparation of the seed bed; provided erosion and

sediment control measures are provided until the grass or other vegetation is established. Any cut or fill in conjunction with the preparation of the seedbed shall not exceed 30 cubic yards.

5. Gardening and similar activities on property occupied by one- or two- family dwellings including installing shrubbery and flower beds, and similar residential landscaping.

Note: The contracting municipality, if applicable, should always be contacted for approval regardless of whether a land disturbance permit is required through St. Louis County Department of Public Works and Highways & Traffic.

The following information shall be submitted for a residential **ordinary land disturbance** permit (disturbance less than 1 acre or 43,560 square feet):

1. Fill out and sign the permit application for Land Disturbance. Note that an ordinary land disturbance associated with building construction may be combined with a Building Permit Application making it unnecessary to complete a separate Land Disturbance Permit Application.
2. Submit four site plans drawn to scale showing the following information:
 - a. Graphically show the footprint outline of the proposed disturbance area and indicate the approximate square footage,
 - b. Indicate the distances from the disturbed area to the property lines and existing structures,
 - c. Indicate the locations of any proposed silt fencing to prevent erosion & siltation from leaving the site,
 - d. Indicate the maximum depth of cut & fill, proposed finished slope, drainage flow (drainage arrows), and swale(s) if needed.
 - e. Indicate the location of equipment/truck access to the site (i.e. using existing driveway, enlarging/changing existing driveway, or creating new temporary construction entrance),

The site plans do not need to be professionally prepared by an licensed engineer as long as the proposed land disturbance is relatively simple and there is no engineering required. Six (6) copies/sets of site, grading, & drainage plans prepared and sealed by a Missouri Licensed Professional Engineer are required for more complex land disturbances involving any of the following:

- Cut/fill at or near a property line that could cause erosion, ponding, or other damage to adjoining property
- Cut/fill slopes steeper than 1 vertical to 3 horizontal

- Large area of disturbance (exceeding ¾ acre)
- Deep cuts and/or fill (exceeding 8 feet)
- Large quantity of cut and/or fill (exceeding 750 CY on developed parcels and 1000 CY on undeveloped parcels)
- Engineered/Compacted Fill proposed for future foundation support
- Alterations to an existing piped drainage system
- Creation of a new piped drainage system
- Disturbance and/or drainage may impact a nearby sinkhole
- Sinkhole evaluation and/or treatment needed
- Disturbance is close to or within a flood plain or stream buffer

A survey by a Missouri licensed Land Surveyor may also be necessary to establish property line locations when the area disturbed is close to the property line and no recent survey or corner stakes/rods exist.

3. Complete the applicant portion of the Pre-Inspection Report for Residential Ordinary Land Disturbance.
4. Obtain zoning approval from St. Louis County Department of Public Works (if unincorporated) or from the municipality. If in a municipality, the site plans shall be marked “Approved” and include a municipal approval form.
5. Issuance of a land disturbance or building permit for the project does not authorize construction access to the work site from the adjoining street/roadway. If the existing driveway entrance to the site is unavailable for construction access, the owner or contractor shall apply for a permit to construct a temporary construction entrance, or to enlarge/change the existing driveway to accommodate construction equipment/trucks, from the owner of the Right-of-Way.

If the site is located on a County Street or County Arterial also submit the attached Special Use Permit application forms together with four additional copies of the site plans and sight distance photos for the County Highways and Traffic (H&T) Department.

If the site is located on a Municipal Street or State Highway contact the Municipality or State directly for their driveway or construction entrance permit requirements.

For additional information regarding the criteria in this handout, please contact:

	<u>Contact</u>
General Information	(314) 615-5184
Permit Processing	(314) 615-7155
Zoning Review	(314) 615-3763

Right-of-Way Owner:	State	(888) 275-6636
	County	(314) 615-8517
	Municipality	Municipality

Attachments:

Permit Application for Land Disturbance
Pre-Inspection Report for Residential Ordinary Land Disturbance

County H&T Application for Special Use Permit (SUP)
County H&T SUP Supplemental Application Information
County H&T Sight Distance Photo View Directions Requested

**Saint Louis County Department of Public Works Code Enforcement
Pre-inspection Report for Residential Ordinary Land Disturbance**

For Public Works Office Use

Date: _____ Application #: _____ Loc No: _____ Plan Reviewer: _____

Applicant Complete This Section

Project Address: _____ Zip Code: _____
Subdivision: _____ Lot No.: _____ Municipality: _____
Property Owner: _____ Phone: _____
Work Description: _____
Site Access & Land Disturbance Information (<i>the following should also be indicated on the site/grading plan submitted</i>):
Equipment/Truck Access: <input type="checkbox"/> Existing Driveway, <input type="checkbox"/> Enlarging/Changing Driveway, <input type="checkbox"/> New Temporary Entrance
Cut _____(cubic yard) _____(maximum depth in feet) Fill _____(cubic yard) _____(maximum depth in feet)
Total Grading (cut + fill) _____(cubic yard) Total area of Disturbance _____(square feet)
Minimum distance of Land Disturbance to the property lines: _____(feet)
Minimum distance of Land Disturbance to the existing structures: _____(feet)
Slope of the grading Steeper than 3 horizontal to 1 vertical: ___(yes) ___(no)
Site drainage changes: ___(yes) ___(no) Sediment/Erosion Control will be provided: ___(yes) ___(no)
Planned Completion Date (Date disturbed area will be seeded or re-vegetated): _____
Applicant Name: _____ Phone: _____ Fax: _____
Mailing Address: _____ Zip Code _____
Email: _____ Check One: ___ <i>Architect or Engineer</i> , ___ <i>Contractor</i> , ___ <i>Owner</i> , ___ <i>Owner's agent</i>
Applicant's Printed Name: _____ Signature: _____ Date: _____

Plan Reviewer Comments

Questions/Comments:

Inspector Complete This Section

Equipment/Truck Site Access Location & Site Distance Acceptable: ___ (yes) ___ (no), SUP req'd ___ (yes)
Site/grading plan is accurate: ___(yes) ___(no). <i>Indicate the information missed on the site plan below:</i>

Sediment/Erosion Control is provided: ___(yes) ___(no).
<i>Indicate where sediment/erosion control are required and has not been provided on the site plan:</i>

Proposed site drainage ___ will, ___ will not adversely impact adjoining property: <i>If "will" has been checked explain below:</i>

Engineer's certification and Engineer sealed plans are required because:
___ Cut or fill slopes are steeper than 3 horizontal to 1 vertical.
___ Sinkhole Treatment.
___ Alterations to existing drainage systems or create new drainage systems (involving terraces, swales, ditches, interceptor drains and drainage across property lines, etc.)
___ Other: _____
Inspector: Print: _____ Signature: _____ Phone: _____
Inspection Fee: _____



APPLICATION FOR SPECIAL USE PERMIT

TO THE DIRECTOR OF HIGHWAYS AND TRAFFIC, ST. LOUIS COUNTY, MISSOURI
41 South Central Avenue, 6th Floor, Clayton, Missouri 63105
Phone: (314) 615-8515 Fax: (314) 615-7084

1) Name of Applicant: _____

2) Address of Applicant: _____

City: _____ State: _____ Zip: _____ Phone No.: () _____ - _____ Ext: _____

Emergency Contact: _____ Emergency No.: () _____ - _____

Contractor (if applicable): _____

3) Type of Development (check boxes): New Existing Residential Commercial Industrial

4) Description of Work: _____

5) Location of Work: _____

6) Master Drainlayer/Plumber Name: _____ License Number: D- _____ P- _____

7) Proposed Starting Date: _____ 8) Days Required to Complete: _____

9) SL # _____ WL # _____ 10) Plumbing Permit Number: _____

11) PAC Number: _____ 12) MLD Number: _____

13) **By typing or signing my name, I acknowledge that I have read and understand the above conditions and attached general provisions.**

Company Name

Applicant's Signature

Date

----- THE FOLLOWING IS FOR OFFICE USE ONLY -----

Arterial Road System County Road System

Fees Collected: _____ Number of Units: _____ Grading: _____ Date: _____ By: _____

Special Use Permit Number: _____ Map Location: _____

ST. LOUIS COUNTY SPECIAL USE PERMIT GENERAL PROVISIONS

DEFINITIONS

For purposes of this Application, the terms are defined as follows:

- 1) **Applicant.** The person (individual or artificial entity) that controls the property or the project authorized by this SUP. If Applicant uses a Contractor, the term "Applicant" includes the term "Contractor".
- 2) **Contractor.** The person (individual or artificial entity) that performs the work authorized by this SUP.
- 3) **County.** St. Louis County, Missouri.
- 4) **Department.** The County Department of Highways and Traffic.
- 5) **Director.** The Director of the Department or his/her designee.
- 6) **Project.** The work performed by Applicant pursuant to this SUP.
- 7) **SUP.** This Special Use Permit.

TERMS AND CONDITIONS

By submitting this application, the Applicant agrees to comply with all obligations, requirements, terms and conditions contained in the General and Special Conditions contained in this application. Except in those instances and to the extent that Applicant makes a good faith determination that an Emergency exists, Applicant shall perform no work on a Project prior to issuance of an SUP. If Applicant fails to comply with any General or Special Condition, County may suspend or revoke this SUP. If Applicant wishes to request an exemption from, or a modification of, any General or Special Condition, Applicant must follow the procedures specified below in General Condition No. 4, titled "Variance Procedure".

GENERAL CONDITIONS

- 1) **Notification.** Applicant shall notify County at least 48 hours in advance that work will start on the Project. In non-emergency situations, Applicant shall provide such notice by contacting the Permit Inspection Section of the Department at (314) 615-1100 or by email to the following address: Highways-Permit-Inspection@stlouisco.com. In emergency situations, Applicant shall provide such notice by calling the applicable number listed in County's Special Use Permit Booklet, Requirements and Conditions. Applicant shall not commence any work prior to such notification, except in emergency situations.
- 2) **Utilities Locates.** Applicant shall be responsible to request the location of all utilities, including traffic signal interconnect and facilities, prior to performing any work. Applicant shall call the Department at (314) 615-0215 for traffic signal facility locates, a minimum of 72 hours in advance of any work, except in the case of emergencies.
- 3) **Performance.** Applicant shall perform all work in a workmanlike manner, without unreasonable delay, and in full compliance with this SUP.

- 4) Variance Procedure.** If Applicant has a good faith belief that a General or Special Condition, in whole or in part, should not apply to the Project or to the Applicant, Applicant shall file contemporaneously with this SUP application a "Variance Application"(see Exhibit "A", attached hereto) for an exemption or modification of such condition. The Variance Application shall contain a full explanation of the reasons in support of the request and all other relevant information requested on the Variance Application. The Director will respond to the Applicant by granting or denying the request in whole or in part, without undue delay.
- 5) Indemnification.** Applicant shall defend, indemnify and hold harmless the County, its officers and employees, whether based on a claim for real or personal property, or to a person, for any and all damages arising from the negligence or intentional tort of said Applicant or its subcontractors in constructing, extending, restoring or maintaining its facilities within, upon or across a County owned easement or right-of-way. Additionally, for a period of six months from the completion of such work or use, Applicant will save the County harmless from any cost or expense occasioned or required in the refilling, repairing, or restoring of said easement or right-of-way, for such period, due to or occasioned by such use, excavation or encroachment.
- 6) Signs, Barricades, Flagmen.** While work is being performed in County right-of-way, Applicant shall comply with the most recent version of the Manual of Uniform Traffic Control Devices(MUTCD).
- 7) Vertical Clearance.** Applicant shall maintain a vertical clearance for overhead installations of not less than 15 feet, 6 inches from the road surface.
- 8) Cover for Underground Facilities.** At the time of installation, Applicant shall provide the following minimum cover for underground facilities, unless approved through the Variance Procedure: 42 inches for waterlines, 24 inches for parallel telephone cables, 18 inches for gas service lines, 24 inches for gas mains, and 30 inches for all other underground installations.
- 9) Covers or Guards.** Applicant shall provide covers or guards as approved by Director for cable, wire, small diameter pipe and other objects that extend above the surface.
- 10) Mud, Debris.** Applicant shall keep pavements clear of mud and debris, and keep ditches, culverts and other areas that convey surface water, open and free from mud and debris.
- 11) Pavement Crossings/Openings.** The Project shall not include open cut of any paved portion of the right-of-way unless such open cuts are limited to time periods designated in paragraph 13, "Lane Interruption/Traffic Stream". The Director may prohibit open cuts or impose additional limits if, after considering all relevant factors, the Director makes a good faith determination that such open cuts will result in an unreasonable disruption of the traffic stream.
- 12) Disturbed Paved Right-of-Way.** At the completion of the Project, Applicant shall restore the paved right-of-way and any improvements thereon, to as good condition as before the Project, and keep and maintain such paved right-of-way in such condition for a period of six months. Applicant shall replace the sub grade and surface with like kind materials. Applicant shall fill all voids and pavement openings with granular backfill, which shall be compacted to comply with Standard Specification for Highway Construction, Section 726.6.3. Applicant shall make final pavement repairs within thirty days of completed temporary pavement work. If within six months of the completion of the Project, the paved right-of-way fails to remain in as good condition as before the Project, applicant shall repair such right-of-way to effect such compliance.

- 13) **Lane Interruption/Traffic Stream**. In non-emergency situations, the Project shall not interrupt the traffic stream between the hours of 6:00 am to 9:00 am and 3:30 pm to 6:30 pm.
- 14) **Disturbed Unpaved Right-of-Way**. All disturbed unpaved areas of the right-of-way shall be re-graded, and vegetation restored to as good a condition as before the Project.
- 15) **Manholes**. Applicant shall conform utility boxes, valve boxes, manhole frame covers or any utility appurtenances to the transverse and longitudinal pavement slope, and make the top comply with the finished grade.
- 16) **Trees, Shrubs and Turf**. Applicant shall make all reasonable efforts not to cut, spray or damage trees, shrubs or turf in County right-of-way. If any such trees, shrubs or turf are damaged, Applicant shall restore or replace such items as is reasonable.
- 17) **Disturbed Driveways and Sidewalks**. Applicant shall repair or replace all subgrade, sidewalks, driveway approaches and associated drainage facilities that Applicant damages or removes with like kind materials. When Applicant disturbs 50% or more of a slab of a concrete driveway or sidewalk, Applicant shall replace such slab with a full slab. Applicant shall replace all paved improvements at the same depth as before the Project.
- 18) **Private Facilities**. If Applicant damages or removes privately owned facilities lawfully located within County right-of-way, Applicant shall immediately notify the owner, and repair or replace such facilities as soon as practical. Applicant will address any dispute with owners of private facilities as a civil matter arising in the course of business.
- 19) **Storage**. Applicant shall not store construction material or equipment on County right-of-way, if Applicant owns or controls property used for such storage within 500 feet of the Project. In any case, Applicant shall not store construction material or equipment if such storage impedes traffic or property access, or creates a sight distance hazard. Within thirty days after completion of the Project, Applicant shall restore all storage areas to as good a condition as before the Project.
- 20) **Costs**. Applicant shall bear all non-reimbursable costs of construction, maintenance, removal, repair and related costs associated with this SUP.
- 21) **Pedestrian Right-of-Way Obstruction**. Applicant work that closes, or impedes pedestrian traffic shall comply with the Manual of Uniform Traffic Control Devices (MUTCD).
- 22) **Trenches**. Applicant shall keep all trenches in right-of-way covered and protected during non-working hours. At the completion of the Project, all trenches within three feet of or under existing or future (programmed) pavement shall be backfilled with granular material.
- 23) **Landscaping and Monuments**. Applicant shall not install landscaping or entrance monuments unless replacing existing landscaping or monuments as specified by this SUP.
- 24) **Fill Material**. Applicant shall use fill material that consists of uncontaminated inert materials (soil, rock, concrete, asphaltic concrete, sand and similar materials). Applicant shall not allow materials such as wood, metals, plastics, textiles and hydrocarbons as fill material. Applicant shall report to appropriate federal, state or local officials the existence of any material subject to applicable reporting requirements.

Exhibit "A"

Application for Variance

SUP No. _____

By filing this Application with County, Applicant represents that it has a good faith belief that the General Conditions (GC) and/or Special Conditions (SC) specified below should not apply, in whole or in part, to Applicant's Project. Furthermore, Applicant affirms that the information contained herein, and the reasons stated herein, are true to the best of Applicant's knowledge and belief.

GC No. _____

Reasons why GC should not apply:

- 1)
- 2)
- 3)

SC No. _____

Reasons why SC should not apply:

- 1)
- 2)
- 3)

(See attached pages for requests for variances for additional GCs and SCs.)

Attached are all plans and documents that support Applicant's request for variance, including plans and documents relating to duration and extent of any adverse effect on traffic stream.

Approved

(Applicant)

(Department of Highways and Traffic)

Charlie A. Dooley
County Executive

Saint Louis
COUNTY

HIGHWAYS & TRAFFIC

PUBLIC WORKS

Sheryl L. Hodges, D.E., P.E., L.P.G.
Director

PLEASE FILL OUT ALL ITEMS AND INDICATE ON PLANS

IS THIS ACCESS FOR A TEMPORARY CONSTRUCTION ENTRANCE OR A PERMANENT DRIVEWAY? _____

IF A TEMPORARY CONSTRUCTION ENTRANCE:

- 1) SHOW THE LOCATION ON SITE PLAN
- 2) TEMPORARY CULVERT MAY BE REQUIRED
- 3) PROVIDE TEMPORARY CONSTRUCTION ENTRANCE STANDARD DRAWING PER THE SEDIMENT AND EROSION CONTROL MANUAL
- 4) PROVIDE FOUR (4) COPIES OF THE SITE PLAN AND SIGHT DISTANCE PHOTOS* (SIGHT DISTANCE STUDY MAY BE REQUIRED)
- 5) LOCATE AND SHOW: ALL ABOVE GROUND UTILITY & SEWER FACILITIES, TREES, LANDSCAPING, MAILBOXES, ETC. AND SHOW HOW FAR THEY WILL BE FROM THE PROPOSED DRIVEWAY

IF A RESIDENTIAL DRIVEWAY:

- 1) SHOW THE LOCATION ON A SITE PLAN (NO DRIVEWAYS IN SIGHT DISTANCE TRIANGLE)
- 2) CULVERT ALONG WITH HYDRAULIC CALCULATIONS MAY BE REQUIRED
- 3) IS THE PROPOSED DRIVEWAY TO BE ASPHALT OR CONCRETE? _____
PROVIDE EITHER ST. LOUIS COUNTY STANDARD DRAWING C608.00, C608.03 OR C608.04 (WITH CULVERT).
- 4) IS THE EXISTING DRIVEWAY TO BE WIDENED OR IS THIS A NEW DRIVEWAY? _____
HOW WIDE WILL THE DRIVEWAY BE UPON COMPLETION? (10' MIN, 26' MAX) _____
HOW FAR FROM THE PROPERTY LINE WILL THE DRIVEWAY BE? _____
ARE THERE CURBS? _____ IF SO, ARE THEY ROLLED OR VERTICAL? _____
- 5) IS THERE SIDEWALK ALONG THE FRONTAGE OF THE PROPERTY? _____
- 6) LOCATE AND SHOW: ALL ABOVE GROUND UTILITY & SEWER FACILITIES, TREES, LANDSCAPING, MAILBOXES, ETC. AND SHOW HOW FAR THEY WILL BE FROM THE PROPOSED DRIVEWAY
- 7) PROVIDE FOUR (4) COPIES OF THE SITE PLAN AND PROVIDE SIGHT DISTANCE PHOTOS* (SIGHT DISTANCE STUDY MAY BE REQUIRED)

COPIES OF THE FOLLOWING ARE AVAILABLE TO THE APPLICANT UPON REQUEST:

- TEMPORARY CONSTRUCTION ENTRANCE STANDARD DRAWING (TC-1)
- ENTRANCE STANDARD DRAWINGS (C608.00, C608.03 AND C608.04)
- TYPE 1, 2, 3 RESIDENTIAL DRIVE EXHIBITS FROM DESIGN CRITERIA MANUAL
- RESIDENTIAL ENTRANCE STANDARDS FROM DESIGN CRITERIA MANUAL

SIGHT DISTANCE PHOTOS



* ARROWS INDICATE VIEWS
NEEDED TO BE SHOWN WHEN
SUBMITTING PHOTOS



STREET



14.5'



PROPOSED
DRIVEWAY

