



**CITY OF CHOCTAW**  
 2500 N Choctaw Rd / PO Box 567, Choctaw, OK 73020  
 Phone (405)390.2999 / Fax (405)390.3332

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**LAND DISTURBANCE APPLICATION—ONE ACRE OR GREATER**  
 Permit # \_\_\_\_\_  
 Check here for reapplication

The Land Disturbance Application shall be required in addition to, and will not replace, any permits required by DEQ, EPA, City of Choctaw, or any other governing agency for discharges associated with industrial, construction, or land disturbing activities.

**THE PERMIT APPLICATION AND ALL REQUIRED INFORMATION SHALL BE SUBMITTED, REVIEWED AND APPROVED PRIOR TO THE STATE OF ANY CONSTRUCTION ACTIVITY.**

**I. Facility Operator Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Property owner name and address: \_\_\_\_\_  
 Check one:  Primary Operator  Secondary Operator Area of Control: \_\_\_\_\_

**II. Site Information**

Name of Project: \_\_\_\_\_ Address: \_\_\_\_\_  
 Type of construction:  Utility  Industrial  Commercial  Institutional  Multi-Family Residential  Residential Subdivision  
 Size of project to the nearest acre: : \_\_\_\_\_ ac. Estimated area to be disturbed to the nearest acre: \_\_\_\_\_ ac.  
**You must file a NOI with ODEQ and obtain authorization before these permits can be issued. Include a copy of the NOI and/or authorization certificate. If project is over 10 acres in size, see requirements for SWP3 in the attached instructions.**  
 Have you applied for ODEQ permit coverage at this time: :  YES  No **Authorization #:** \_\_\_\_\_  
 Superintendent: \_\_\_\_\_ Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Construction Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**III. Certification**

By signing below, the applicant makes the following certification. *"I certify under the penalty of law that I have personally examined and am familiar with the information submitted in the attached document; and based on my information, I believe the submitted information is true, accurate, & complete. I am aware that there are significant penalties for submitting false information, including the possibly of a fine and/or civil penalty."*

**Please read the signatory requirements in Section III of the attached instructions before signing below**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line—Office Use Only**

APPROVED \_\_\_\_\_ 20 \_\_\_\_\_  
 DENIED \_\_\_\_\_ 20 \_\_\_\_\_ REASON: \_\_\_\_\_

CODE OFFICIAL SIGNATURE: \_\_\_\_\_

Residential/Agricultural (1 to 1.99 acre)	\$30.00 Each additional acre \$12.00
Commercial/Industrial/Religious (1 to 1.99 acre)	\$30.00; Each additional acre \$12.00
Subdivision (per lot)	\$15.00
Industrial/Other (per acre)	\$24.00
Annual Fee—1/2 Original Permit Fee	

# **INSTRUCTIONS - CITY CHOCTAW LAND DISTURBANCE APPLICATION**

PLEASE CAREFULLY READ ALL THE INSTRUCTIONS, TERMS, AND CONDITIONS BEFORE COMPLETING THE APPLICATION.

## **Who must acquire a Land Disturbance Permit?**

A Land Disturbance Permit is required for any land change that may result in soil erosion from water and/or wind on a disturbed area of one acre or more. The Land Disturbance Permit shall be required *in addition* to, and will not replace, any other permits required by the City of Choctaw or any other governing agency.

## **Requirements**

The following information must be included with the application for a Land Disturbance Permit:

- A copy of the NOI submitted to the Oklahoma Department of Environmental Quality and/or a copy of the authorization letter (if applicable)
- A current copy of the Stormwater Pollution Prevention Plan
- A current copy of the Erosion and Sediment Control plan
- Discharge calculations for pre-development and post-development using the 50 year and 100 year return frequency storm and Soil Conservation Service (SCS Type II) design. Post-development discharge rates cannot exceed pre-development rates
- A map or plat of the premises showing the present and proposed contour lines. This map should show all existing and proposed drainage facilities.

## **Stormwater Pollution Prevention Plan Requirements**

The SWP3 must meet all of the requirements of Part IV. of the Oklahoma Department of Environmental Quality's OKR10 General Permit issued September 18, 2017 for discharges associated with construction activity. In addition to the OKR10 requirements, the SWP3 must include the following:

Include plans for facilities, that serve an area with 10 or more disturbed acres, designed to capture the design storm in a temporary or permanent detention or retention basin providing storage for a 2 year, 24 hour storm or a minimum of 3,600 cubic feet of storage per acre drained to reduce the "first flush" pollutant load. Where providing 3,600 cubic feet of storage per acre drained is not attainable, several small sediment basins of equivalent total volume may be substituted.

Include in the Pollution Prevention Plan a demonstration of how the facility will collect, control & treat storm water so as to control the quantity & quality of storm water leaving the site. The plan shall also include structural controls & non-structural Best Management Practices (BMP'S) adequate to prevent the violation of any water quality standard, and shall meet the provisions of the Clean Water Act. The details of the SWPPP will outline the standard permit conditions of the Land Disturbance permit. Any deficiencies must be corrected before the permit can be issued.

## **Erosion and Sediment Control Plan Requirements**

The erosion and sediment control (ESC) plan shall accurately describe the potential for soil erosion and sedimentation problems resulting from the land disturbing activity, and shall explain and illustrate the measures which are to be taken to control these problems. The length and complexity of the Erosion and Sediment Control Plan is to be commensurate with the size of the project, severity of the site condition and the potential for off-site damage. The Erosion and Sediment Control Plan shall contain a description of the existing site conditions, a description of adjacent topographical features, a description of soil types and characteristics of the area, potential problems of soil erosion and sedimentation, stabilization specifications, stormwater management considerations, a time schedule for completion of the land disturbing activity and for maintenance after completion of the project, clearing and grading limits, and all other information needed to accurately depict solutions to potential soil erosion and sedimentation problems. Any Erosion and Sediment Control Plan must comply with the Best Management Practices Manual and shall be reviewed by the Manager prior to the issuance of the Land-Disturbance Permit.

## **Permit Duration**

All permits issued by Stormwater Quality are valid for a period of one year from the date of issue by Stormwater Quality. Permit renewal fees are half the cost of the original permit. Permits must be renewed before the anniversary date to avoid stoppage of work and/or issuance of municipal citations for operating without a valid permit, unless a Notice of Termination has been received and approved by Stormwater Quality.

## **Application Instructions**

### **Section I. Applicant Information**

Provide the legal name, mailing address and telephone number of the person, firm, public organization, or any other entity that either individually or together meets either of the following criteria:

- 1) Have operational control over the site specifications (including the ability to make modifications in specifications).
- 2) Have the day-to-day operational control of those activities at the site necessary to ensure compliance with plan requirements and permit conditions.

Give the name and address of the legal property owner if different than the applicant. Check the box indicating if the applicant is a primary or secondary operator.

### **Section II. Site Information**

Enter the project's official or legal description and address. If the site lacks a street address, indicate with a general statement the location of the site (e.g., intersection of Reno and Post Rd.).

Specify the type of construction activity.

Give the size of the project in acres and the total amount of land to be disturbed.

Indicate if you have applied for an NOI with ODEQ; if yes give the authorization # if you have received one.

Give the name and contact information for the superintendent assigned to the project. (If known at the time of application)

Give the date the construction is scheduled to start and anticipated date of completion. **NOTE: Construction and/or Land Disturbing activity cannot begin until this permit application has been reviewed, approved, and the permit fees have been paid.**

### **Section III. Certification**

Applications submitted to storm water quality management shall be signed: 1) By a responsible party (e.g. developer, owner/operator, contractor) with operational control over the project specifications and daily operations.

- 2) For a corporation, by an officer of the corporation, as authorized and charge of principal business functions, or any other person as authorized to perform similar policy-or decision-making functions for the corporation;
- 3) For a partnership or sole proprietorship, by a general partner or the proprietor, respectively;
- 4) For a municipality, state, federal, or other public facility, by either a principal executive officer or the chief executive officer of the agency or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

## **Completing the Application**

**You must type or print in the appropriate areas only. If you have any questions concerning this application, please call the Stormwater Quality Manager at (405) 281-1325.**

## **MAINTENANCE AND INSPECTION PROCEDURES**

### **A. Erosion and Sediment Control Inspection and Maintenance Procedures:**

- All control measures will be inspected every 14 days, or within 24 hours of any storm event of 0.5 inches or greater.
- A maintenance inspection report will be made upon each inspection, these reports are to be kept as part of the SWP3.
- The onsite inspections are to be completed by qualified personnel with operational control over repair and maintenance of controls.
- All measures identified in this plan will be maintained in effective operating conditions, if repair or maintenance is required, it will be initiated within 48 hours of report.
- Temporary and Permanent plantings will be inspected for bare spots, washouts, and healthy growth.
- Offsite accumulations of sediment will be removed as necessary to minimize adverse impacts on surface waters.
- Sediment traps/ponds will be cleaned out when design capacity has been reduced by 50%.

### **B. Good Housekeeping** (The following good housekeeping practices will be implemented onsite)

- An effort will be made to store only the amount of products needed.
- All materials stored onsite will be kept in a neat, orderly manner.
- Products will be kept in the original containers with original manufacturer's labels.
- All of the product will be used up before disposing of containers.
- Manufacturer's recommendations for proper use and disposal will be followed.

### **C. Hazardous Products** (The following practices will be used to reduce the risk associated with onsite hazardous materials)

- Products will be kept in the original containers, unless the container is not re-sealable.
- Original labels and material safety data will be retained.
- Surplus products will be disposed of according to manufacturer's recommendations, as well as the state of Oklahoma's requirements for proper disposal.

### **D. Product Specific Practices**

- Petroleum products — Containers used for Petroleum storage shall be tightly sealed and clearly labeled. Onsite gas tanks will be protected with at least a 2-foot, plastic-lined dirt buren completely surrounding the tank in case of a leak or spill.
- Fertilizers — Minimum amounts of fertilizer, as recommended by the manufacturer, will be used. Upon application the fertilizer will be worked into the soil to limit exposure to storm water. Contents of partially used bags will be transferred to a sealable plastic bin, then stored in a covered area.
- Paints — Containers will be tightly sealed when not in use, and excess paint shall be disposed of according to Oklahoma requirements and manufacturer's recommendations.

### **E. Concrete Trucks**

- A designated, contained area onsite shall be provided for concrete trucks to washout. The washout area will be cleaned periodically to remove hardened concrete, the resulting waste will be disposed of according to the Waste Disposal section of this plan.

### **F. Spill Control Practices**

- Manufacturer's methods for spill cleanup will be posted on site.
- Site personnel shall be made aware of spill cleanup procedures, the location of information, and the location of the supplies used for spill cleanup.
- All spills will be cleaned immediately upon discover.
- Toxic or hazardous spills shall be reported to appropriate state and city agencies, regardless of amount.

### **G. Waste Disposal**

- All hazardous waste items will be disposed of in the manner specified by State of Oklahoma and City of Choctaw. All personnel will be instructed regarding procedures for waste disposal.

### **H. Sanitary Waste**

- Portable toilet units will be kept clean, and waste disposed of regularly, in accordance with ODEQ requirements.

### **I. Offsite Vehicle Tracking**

- A stabilized construction entrance will be installed to minimize offsite tracking. Mud, dirt, and rock tracked onto public streets shall be cleaned by sweeping or scraping at a minimum of once weekly, or as often as needed to maintain construction entrance right of ways.