

**City of Jefferson**

Department of Public Works,  
Matthew J. Morasch, PE, Director  
320 E. McCarty St.  
Jefferson City, MO 65101



**Carrie Tergin, Mayor**

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**CLEARING, GRADING, EROSION  
& SEDIMENT CONTROL PERMIT**

PERMIT NO. 20\_\_\_\_ - \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_, 20\_\_

Applicant Name, address, phone number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Property Owner Name, address, phone number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

General Contractor / Excavating Contractor Name, address, phone number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Architect / Engineer / Consultant Name, address, phone number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Location (Address) of proposed work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Current / proposed zoning of property: \_\_\_\_\_

Anticipated **date to begin** grading operation:

(Erosion/sediment control must be in place **prior** to start of work and be maintained, repaired, modified and/or replaced as site conditions dictate throughout the project)

\_\_\_\_\_  
\_\_\_\_\_

Anticipated **date to complete** grading operation:

(Erosion/sediment control must be **left in place, maintained, repaired, modified and/or replaced, as site conditions dictate**, until such time that site stabilization and permanent vegetation (minimum 70% coverage) are achieved and established)

\_\_\_\_\_  
\_\_\_\_\_

A **grading plan** (including erosion/sediment control) is necessary in order to receive a permit to grade, fill, excavate or borrow from a project site. Has a **plan been submitted, reviewed and approved** by the City of Jefferson? (may be part of an overall site plan being reviewed) Yes \_\_\_\_\_ No \_\_\_\_\_

Will material be **removed** from the site? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where will it be taken?  
Note: Stockpiled material on or off-site must have erosion/sediment control installed around the perimeter of the stockpile. (Another site within the City limits will require a separate permit)

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Will material be **brought** to the site? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of material?

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If yes, **where** will the material come from? (Another site within the City limits will require a separate permit)

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Is it proposed to **balance** the cut/ fill on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

Is **rock removal** necessary? Yes \_\_\_\_\_ No \_\_\_\_\_ Will explosive methods be used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, contact the Fire Department at (573) 634-6401 for information and an application to obtain a Blasting Permit.

Is **burning** of brush, trees and other debris planned? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Contact the Department of Natural Resources at (660) 385-2129 or 1 (800) 361-4827 at the Northeast Regional Office in Macon, Missouri for more information and to obtain a Burning Permit.

Has an **erosion & sediment control plan** been prepared? Yes \_\_\_\_\_ No \_\_\_\_\_ An erosion/sediment control plan is necessary in order to obtain a permit to grade, fill, excavate or borrow from a project site. (Erosion/sediment control **must** be included with the grading plan)

Is the land disturbed with the proposed grading plan **over one (1) acre**? Yes \_\_\_\_\_ No \_\_\_\_\_.

If so, a MO-DNR Permit for Land Disturbance is necessary before issuance of a clearing, grading and E & SC permit. A completed form (**Form E and G** over five (5) acres, **Form O** less than five (5) acres), along with a SWPPP (storm water pollution prevention plan) is necessary in order to obtain a Missouri State Operating Permit (submitted to MDNR, separately). Please attach a copy of the MDNR permit and the SWPPP with this application. Contact the Department of Natural Resources at (660) 385-2129 or 1 (800) 361-4827 at the Northeast Regional Office in Macon, Missouri for more information.

MO-DNR Permit No. - MO-R \_\_\_\_\_ (please attach copy of SWPPP).

If the land disturbed with the proposed grading plan is **less than one (1) acre**, erosion / sediment control is necessary and still needs to be addressed on the grading plan submitted for review. Minimum measures necessary are, but not limited to, diversions (if applicable), perimeter erosion and sediment control measures, ditch and channel checks, inlet protection and temporary granular construction entrances. A plan for maintaining all measures must be included also. Storm water pollution prevention **will still be required** for these sites.

Is the work proposed **in or around a creek area**? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please contact the U.S. Army Corps of Engineers for a determination of the proposed impact to the waters of the United States.

Discharges of dredged or fill material into waters of the United States require a 404 permit, and may require a water quality certification, 401 permit from the Department of Natural Resources. Please contact one of the Regulatory Specialists with the U.S. Army Corps of Engineers in the local office at 221 Bolivar Street, Jefferson City, Missouri or call (573) 634-2248.

Is the proposed work **in the one-hundred (100) year floodplain**? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, a **Floodplain Development Permit** must be obtained. Contact Don Fontana, P.E., Storm Water Engineer at (573) 634-6410 or at [dfontana@jeffcitymo.org](mailto:dfontana@jeffcitymo.org) for information and an application. An application is also available online at [www.jeffcitymo.org](http://www.jeffcitymo.org).

Has a **building permit** application been completed for this development?

Yes \_\_\_\_\_ No \_\_\_\_\_ Has a permit been issued?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please contact Larry Burkhardt, PE, AIA, Building Official at (573) 634-6387 or at [lburkhardt@jeffcitymo.org](mailto:lburkhardt@jeffcitymo.org) for more information and an application.

**Signature Statement:**

I, as the applicant signed below, will be responsible for the continual upkeep, maintenance, repair, modification and/or replacement of required measures as called out on the plans, and **as additionally needed and necessary, dictated by site conditions**. I will be responsible to minimize the transport of any sediment off-site of the subject property during all rainfall events. Until this project is completed to the point of permanent stabilization and establishment of permanent vegetation (70% minimum coverage required, including installation of all permanent erosion and sediment control measures) I will be responsible for inspection and logging the condition and any required maintenance of all measures after all rainfalls as required periodically by applicable permit(s) (weekly, minimum). I will adjust specific measures **as additionally needed and necessary**, based upon regular self-inspections and periodic inspections by the City, to further determine site conditions and to determine effectiveness of control measures installed upon the project site.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Permit Approval:**

Clearing, Grading E&S Control Permit approved this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_.

By:

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Note: This permit is not valid until signature and date of Authorizing Official is completed.

Reason for denial or pending status (if applicable); \_\_\_\_\_

**Clearing, Grading, E&S Control Permit issued in accordance with the site grading and erosion & sediment control plan submitted and approved by the Department of Public Works, Engineering Division and the following general conditions:**

1. Work to include clearing and grading of the area indicated on the grading plan **only**. Additional work shall be permitted separately.
2. Erosion and sediment control measures addressing best management practices must be installed **prior** to work beginning. Should it be determined by the Department of Public Works that drainage from the site and/or mud washing off the site are a problem, **grading work on the site shall cease** until the permit holder provides for timely clean-up and takes precautions to ensure it does not happen again. This applicant must be prepared to install **additional** erosion and sediment control measures necessary to rectify the issue.
3. Mud and debris shall not be tracked onto adjacent streets / rights of way. Should it be determined by the Department of Public Works that mud or debris tracked off the site onto the adjacent street(s) is a traffic hazard, a problem for motorists or that tracking off-site is an issue, **grading work on the site shall cease** until the permit holder provides for timely clean-up of the street. Initially, temporary granular base entrance(s) shall be used to provide access to the site during the grading operation. Additional placement of rock either further into the site, and/or dressing the existing granular entrance with additional rock may be necessary as the project progresses to ensure that **material does not migrate off-site**. The contractor may remove temporary granular entrance(s) once permanent entrance(s) are completed, if the opportunity for mud and debris leaving the site has been minimized. Otherwise, additional granular material may still be necessary.
4. Erosion/sediment control measures such as, but not limited to, diversions (if applicable), perimeter controls, ditch and channel checks, inlet protection and temporary holding basins shall be used throughout the grading operation to prevent mud from washing off the site and into the storm water system adjacent to the site. Appropriate perimeter erosion and sediment control measures shall be placed along the toe of all fill slopes and along draws and channels or ditches to minimize silt from leaving the site. Please refer to the **approved erosion control plan** and the MDNR Missouri State Operating Permit and SWPPP (if applicable) for more information. Care must also be taken to protect existing storm water facilities and systems under construction from excessive sedimentation. Inlet protection must be installed immediately after inlet pipes and structures are installed / constructed and can accept storm water.
5. This permit is for clearing and grading only and does not imply an approval for issuance of a building permit or any other permit. Application for other permits shall be made separately.
6. Once a particular portion of the site is finish graded according to the grading plan (such as slopes being dressed to grade, etc.) the finished area shall be seeded and mulched (either temporarily or permanently) within two (2) weeks of completion of the particular portion of the grading plan, weather permitting. (If working out of the growing season, temporary mulch (only) shall be used at a minimum). Temporary erosion control measures shall be left in place until such time that permanent erosion control is complete, and permanent vegetation is established (minimum coverage 70%).
7. Any grading, filling or work proposed on adjacent property or City right-of-way shall have proper permits executed, permission in writing and / or proper easements **granted by the adjacent property owner(s)** for such grading, filling or work to the owner/contractor, **prior to being performed.**
8. This permit expires \_\_\_\_\_, 20\_\_\_\_\_.

c:	<i>Building Official</i>	<i>Project File</i>	<i>Consultant</i>	<i>Storm Water Engineer</i>
	<i>Planning</i>	<i>Grading Permit File</i>	<i>Street Division</i>	
	<i>Fire</i>	<i>Writer's File</i>	<i>SWQ Inspection</i>	