



PERMIT NO. _____

CITY OF JENKS EARTH CHANGE PERMIT APPLICATION

- Any applicable State or Federal permits must be attached to this application or must be applied for with copies attached to this application if this permit is to be valid upon approval.
- A \$20.00 non-refundable application fee is required at submittal EXCEPT when the application is processed concurrently with a building permit on the same tract having a fee in excess of \$20.00 (total fees not to be less than \$20.00).
- A separate permit is required for each separate, non-contiguous tract.

*(APPLICATION MUST INCLUDE ALL CHECKLIST INFORMATION/DATA AND BE COMPLETE.
AN INCOMPLETE APPLICATION MAY DELAY ACTION)*

1. **Owner/Business Name:** _____
Print or Type
2. **Contact Name:** _____ **3. Contact Telephone:** _____
Print or Type
4. **Contact Email:** _____
5. **Owner/Business Address:** _____
6. **Legal Description of Property:** _____

7. **Street Address of Property:** _____
8. **Location Map of property provided:** _____ (Include area within 300 feet of property)

9. **TYPE OF EARTH CHANGE:** (Check all applicable)
- | | | | | |
|-------------------------------------|----------------------------------|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> EXCAVATING | <input type="checkbox"/> GRADING | <input type="checkbox"/> FILLING | <input type="checkbox"/> RE-GRADING | <input type="checkbox"/> BERMING |
| <input type="checkbox"/> DIKING | <input type="checkbox"/> PAVING | <input type="checkbox"/> RE-ALIGN/RELOCATE DRAINAGE ROUTE(S) | | |

10. **Contractor Name:** _____
11. **Contact Name:** _____ **12. Contact Telephone:** _____
13. **Contact Email:** _____
14. **Start Date of Work:** _____ **15. End Date of Work:** _____
16. **Total area to be disturbed:** _____ acres
17. **Does the lot or tract of record contain any natural or man-made water course?** YES NO
If yes, specify: _____
18. **Is lot or tract in floodplain area?** YES NO
If yes, specify FEMA Map Code: _____ **Panel No.:** _____
19. **Name of Watershed:** _____
20. **Drainage Area of Project:** _____ acres
21. **Estimate of Site Discharge:** _____ cfs
22. **Owner's/Applicant's Professional Engineer:**
Name: _____ **Telephone:** _____
Email: _____

23. SUMMARY DESCRIPTION OF PROPOSED WORK:

24. Are data/information required on attached Checklist attached to the application? YES NO
If some data are not attached, explain: _____

25. Have you read the provisions of Jenks City Code? YES NO
(Chapter 4, Article 17 – “Regulation of Earth Change”)

By signing below, the Owner certifies that the approved plans will be implemented under the direct supervision of a registered professional engineer.

26. Owner/Business Signature: _____

27. Date: _____

28. Is U.S. Army Corps of Engineers (USACE) compliance required? YES NO
Attach proof of COE compliance/approval.

29. SUBMIT COMPLETED APPLICATION TO: City Engineer
(with appropriate application fee) City of Jenks
P.O. Box 2007
211 North Elm
Jenks, OK 74037

***** FOR CITY OF JENKS USE ONLY *****

City Engineer: APPROVED DISAPPROVED
Subject to the attached “Earth Change Permit Conditions” and additional provisions as follows:

Issued by: _____ Title: _____
Date: _____ Permit Expiration Date: _____

- Distribution:** Owner/Applicant City Engineer Engineering Inspections
 Public Works Supervisor Planning City Manager
 Tulsa County (levee) (if applicable)

OWNERS/APPLICANTS HOLDING APPROVED PERMITS MUST NOTIFY THE CITY ENGINEER’S OFFICE PRIOR TO STARTING WORK AT 299-5884

EARTH CHANGE PERMIT CONDITIONS

NAME OF PROJECT: _____

LOCATION: _____

1. Earth Change Permit is for the referenced project/development only.
2. Should the owner/developer choose to proceed with earth change excavation and/or construction, all work is performed at risk and may be subject to modification prior to final plan review. The City of Jenks assumes no liability or responsibility for any conditions deemed necessary in the future by the City of Jenks, Planning Commission, and/or Technical Advisory Committee.
3. All areas downstream of all excavation and earth fill activities associated with the Earth Change permit shall have erosion control measures in place prior to the start of any excavation that comply with the City of Jenks and Oklahoma Department of Environmental Quality (ODEQ) standards.
4. The project shall be designed and constructed to minimize the potential for soil erosion that fits the topography and soils of the site. Deep cuts and fills in areas with steep slopes shall be avoided, wherever possible. Natural contours shall be followed as closely as possible. Drainage channels and swales shall be designed, constructed and adequately protected so that their final gradients and resultant velocities will not cause erosion in the receiving channel or at the outlet.
5. All construction activities shall be conducted in such a manner as to minimize erosion and prevent the discharge of rock, sand, and soil from the site. These activities shall be conducted in a logical sequence so that the smallest practical area of land will be exposed for the shortest practical period of time.
6. Existing natural vegetation shall be retained and protected, wherever possible. Areas immediately adjacent to watercourses, lakes, and ponds (within 35-feet of top of bank) shall be left undisturbed wherever possible.
7. Unvegetated areas or vegetated areas with less than 70% cover that are scheduled or likely to be left inactive for 15-days or more must be temporarily or permanently stabilized using measures appropriate for the season to reduce erosion potential.
8. Persons conducting the construction shall implement and maintain adequate structural and/or nonstructural stormwater control best management practices as outlined in the Stormwater Pollution Prevention Plan (SWP3). Best management practices shall include, but not be limited to, seeding, sodding, sprigging, silt fences, straw bale dikes, earthen dikes or swales, temporary stream crossings, storm sewer inlet protection, temporary sediment basins, and stabilized construction entrances.
9. All physical erosion control measures used are to be maintained so that that they are working properly at all times throughout the duration of the project.
10. At all times, public or private roadways, alleys or sidewalks shall be kept cleared of accumulated sediment that is a result of runoff or tracking from the site.
11. Appropriate measures shall be implemented to prevent removed vegetation or waste materials (including, but not limited to, garbage, debris, fuels and petroleum products) from being carried from the project site by stormwater runoff or wind. Trash containers or enclosures of sufficient size shall be located on the project site.
12. The adequacy of any Best Management Practice shall be based upon the fulfillment of each of the following requirements:
 - a. The discharge of stormwater from the site shall not result in a violation of the City of Jenks Stormwater Phase II NPDES permit;
 - b. The discharge of stormwater from the site shall not cause contamination of surface water, stormwater or groundwater within the City of Jenks; and
 - c. The discharge of stormwater from the site shall not transport sediment into the City of Jenks stormwater collection, conveyance and/or detention facilities.
13. The Earth Change Permit does not provide permission to construct any infrastructure without written pre-approval by the City of Jenks.
14. All Earth Change activities are allowed so long as they do not impose any adverse affects upon adjacent properties (private and public), the community at-large, and/or existing drainageways. No silt or debris is allowed to flow off the property onto adjacent properties (public or private).
15. At any time during construction, at the discretion of the City Engineer, should it be determined that additional sediment and erosion control measures are needed, the Developer shall be required to immediately take whatever action(s) are required to correct and/or prevent further impact on adjacent or downstream drainageways or properties.
16. If the total disturbed area exceeds one (1.0) acres, it is the responsibility of the owner/developer to:
 - File with the Oklahoma Department of Environmental Quality a "DEQ Notice of Intent (NOI) for Storm Water Discharges (SWD) Associated with Construction Activity" (DEQ Form 605-002A). Prior to the start of any earth change activities a copy of this form is to be furnished to the City Engineer for the City of Jenks records; and
 - Prepare a Storm Water Pollution Prevention Plan (SWP3) that will be available on-site at all times for inspection. Prior to the start of any earth change activities a copy of this plan is to be furnished to the City Engineer for the City of Jenks records.

Checklist for Earth Change Permit Application Submittals

Each Earth Change Permit Application shall provide the following information as required by City of Jenks Code, Chapter 4, Article 17 entitled "Regulation of Earth Change", unless specifically waived by the City Engineer:

PERMIT FEE

- \$20.00 fee attached

OWNERSHIP INFORMATION:

- Name and address of the legal owner of the tract
- Legal description of the tract

MAPPING REQUIREMENTS (provide two (2) sets of 11"x17" scale drawings):

- Location Map of the site (including area within 300-feet of the property)
- Boundary line survey
- Existing and proposed contours at one (1) foot intervals
- Location of any existing and/or proposed structure or natural features on the site
- Location of any structures or natural features on the tract(s) adjacent to the site and within 50-feet of the tract boundary
- Plans of all drainage provisions, retaining walls, cribbing, planting and erosion control measures to be constructed in connection with or as part of the proposed work
- Map showing the drainage area of the lands tributary to the site
- 100-year and 500-year floodplain boundaries with floodplain elevation and/or water course location(s)

SCHEDULES:

- Schedule indicating the starting and anticipated completion date of the project
- Schedule indicating the project construction sequencing and the time of exposure of each area prior to completion of effective erosion and sediment control measures

HYDRAULIC AND HYDROLOGIC ANALYSES:

- Hydraulic and hydrologic analysis for runoff and/or detention facilities (if on-site detention is deemed necessary)
- Hydraulic and hydrologic analysis for any alterations within the flood hazard area or for the alteration of any water course

EXCAVATION AND BACKFILL:

- Estimate of the quantity of excavation and fill involved, with drawings indicating each separate excavation or fill

SEDIMENT AND EROSION CONTROL:

- Plans for control of on-site and off-site sedimentation for the prevention of deposits of sediment from the tract upon any other off-site public or private property or water course during all phases of the project construction (provide copy of Stormwater Pollution Prevention Plan and Notice of Intent (NOI)).

USACE COMPLIANCE/APPROVAL:

- Proof of COE compliance/approval.

ADDITIONAL CERTIFICATIONS:

- A summary statement concerning the effect(s) the propose project will have on the existing and future drainage system(s) of the area
- Owner's statement and signature certifying that the approved plans will be implemented under the direct supervision of a registered professional engineer