

City of Mobile -Engineering Department
TIER 1 Land Disturbance Permit Application Review

Project: _____ **BLD** _____ - _____

Permit Address: _____

Date: _____ **Reviewed by:** _____

PREVENT THE INTRODUCTION OF POLLUTANTS INTO THE CITY MS-4

- _____ Land Disturbance Permit Application Package submitted?
- _____ 2 Sets of Plans (stamped and signed by an AL P.E.) (Section 17-6.A)
 - _____ Site Plan
 - _____ Grading & Drainage Plan
- _____ Land Disturbance Permit Application form
- _____ Street Ticket submitted (copy ok)?
- _____ PLAN SUBMISSION CONTACT INFO sheet submitted?
- _____ LD Permit Checklist submitted?
- _____ LD Permit Certification submitted?
- _____ Detention Facility Maintenance Agreement (signed/notarized by Owner submitted?)
- _____ Detention Facility Inspection and Maintenance Plan submitted?
- _____ Provide a letter by an Alabama licensed Professional Engineer that he/she had been retained for a sufficient amount of time for inspection to certify that the project was built according to the approved plans and that if there are significant changes in the final construction of the project from what was shown on the previously approved plans, new drawings and calculations will be submitted for approval.
- _____ Electronic Copy of Plans (submitted to land.disturbance@cityofmobile.org)
- _____ ADD TASK FOR GIS REVIEW OF ELECTRONIC FILE
- _____ Narrative (describes existing conditions and major elements of the project)
- _____ Federal Permits (USACOE, FWS, etc.)
- _____ State Permits (ADEM, ALDOT, AL Dept of CNR, State Health Dept.)
- _____ Local Permits (Tree, Bldg, ROW, Historic, Development Permit, etc.)
- _____ Check GIS for the following:
 - _____ Flood Zone
 - _____ Public ROW
 - _____ Ck Master Transportation Plan & SUBD REGS for future ROW widths (Major roads) (60'/50'/40' ROW)
 - _____ Date of latest overlay (for ROW Permit fee)
- _____ Check TIDEMARK for past permits, etc on the parcel
- _____ Check SUBD & LAND DISTURBANCE files for past work
- _____ Check on Engineering drawing database (Steve Smith) for other work in the area

ADEM NOI/NOR

- _____ If the site is registered with ADEM, provide proof of registration (NOI)
- _____ Submit the ADEM Permit Authorization # (ALR-_____)

WETLANDS

- _____ Are there wetlands on site per GIS? _____ per Delineation?
- _____ Will the wetlands be disturbed?
- _____ If so, has a permit been issued by the Corps of Engineers? Have the wetlands been delineated and the delineation shown on the grading and drainage plan?

FLOOD ZONE – (V, AE, X-shaded)

- _____ Site located within a VE, AE or X-Shaded Flood Zone?
- _____ Show the limits of the SFHA and the BFE on the grading and drainage plan
- _____ Filling is not allowed without compensation or a Flood Study
- _____ MFFE must be at least one foot above the BFE
- _____ Provide Elevation Certificate for any proposed structure(s) and/or embankment.
- _____ Check requirements of Chapter 17, Division 2
- _____ Development Permit req'd

Plan Assembly (Section 17.7):

- _____ PLAN SHEETS REVIEWED:
- _____ Vicinity map / Graphic scale / North arrow / Legend
- _____ Existing Property lines, ROW, easements shown and labeled
- _____ Show location of all visible utilities, appurtenances, drainage structures, etc
- _____ Verify exist. conditions w/i prop. demolition areas, & ck details to tie to existing
- _____ Maintenance Easement & Covenant (Sect 17-10.A. & B.) (Recorded prior to C.O.)
- _____ All drainage easements shown in the grading and drainage plan? (S/D Regs IV.A.g)
- _____ City of Mobile benchmark reference is shown on the grading and drainage plan.
- _____ Section 57-4 All roof drains shall be collected/tied to a closed drainage system. Show and label the location/size/details of all interior/exterior roof drainage pipes
- _____ Storm drainage structures (MH, inlet, junction box, etc) have MH cover and frame & steps (if required) for access (ck requirement for max of 3'/4' depth w/o steps, and get reference material)

ROW (general)

- _____ ROW Permit is required for the work within the existing ROW and/or public drainage easement.
- _____ Section 57-97 (ROW Ordinance) Lot drainage shall be through covered gutters or pipes under the sidewalk, and tie into an existing storm drainage system
- _____ Note: All excavated material not used onsite shall go to an approved disposal site.
- _____ Show all existing trees within ROW (type & size)
- _____ Storm water shall not flow across public ROW (17-7.13.)

ROW STANDARD NOTES:

1. The City of Mobile City ROW inspector is to be notified twenty-four hours prior to any activity within the right of way. The prior notice applies to all activity within the right of way including but not limited to trenching, boring, concrete placement (sidewalk, driveway, and any other concrete placement). An inspection by the City of Mobile City Engineering inspector is required prior to any concrete placement.
2. The City Engineering inspector for this project is:

SW: Stan Ferrell (251-463-8474, stan.ferrell@cityofmobile.org).

NW: Toni Murphy (251-454-6097, murphyt@cityofmobile.org)

SE: James Bolin (251-591-5994, bolin@cityofmobile.org)

NE: Toni Murphy (251-454-6097, murphyt@cityofmobile.org)

3. All work within the City of Mobile right of way must comply with the “Mobile Rights of Way Construction and Administration Ordinance”. A copy of the ordinance may be found at <http://cityofmobile.org>, Online Services, Forms and Applications, Engineering, Rights of Way Construction and Administration Ordinance.

4. All work shall be in compliance with the Storm Water Drainage Ordinance and Flood Plain Management Plan of the City of Mobile, Alabama, including but not limited to:

- Do not alter the natural drainage flow pattern in the area of work.

- Do not divert storm water onto adjacent property or increase the amount of natural drainage flow onto an adjacent property owner or prevent the natural flow of water in the area of work.

- Do not fill wetlands without a permit from the US Army Corps of Engineers.

5. Any work in the flood plain is in compliance with all the requirements of Division 2, Flood Plain Requirements of City of Mobile, Alabama Storm Water Drainage Ordinance.

6. Any damage to any City of Mobile facility or drainage structure, ditch, etc. shall be the responsibility of the permittee to repair to the City of Mobile standards at no cost to the City of Mobile. It is the responsibility of the permittee to notify the City of Mobile immediately if any damage occurs. James Bolin should be notified at 251-591-5994 in the City of Mobile Right of Way Department.

7. Any excess soil from a hand hole or ANY excavation for pits, etc., shall be removed from the Right of Way (not left in the Right of Way).

8. The installation of an irrigation system within the City of Mobile right of way will require the approval of an irrigation plan and a City of Mobile right of way permit.

9. All disturbed areas of the right of way to be solid sodded and existing bare areas may require sod. Existing vegetation may require removal and placement of sod depending on its condition. The sod is required to be installed flush with the top of the sidewalk.

11. All storm drain pipe installed in the City of Mobile right-of-way are required to be minimum 15” RCP, CL3 , NO lifting holes (filling the lifting holes is not allowed). The contractor needs to notify the pipe manufacturer ahead of time that the project is within the City of Mobile right of way.

10. All storm drainpipe joints are to be wrapped with filter cloth (a note and detail is required in the plan).

12. The City of Mobile requires a minimum of thirty-six inch separation between any pipe/structure and a City of Mobile storm drainpipe. Provide a cross-section relative to all proposed pipe installations that are adjacent to a storm drainpipe(s) within the City of Mobile right of way. The cross-section will not be required if the pipe is installed by a utility company and not the project’s contractor.

13. All sidewalk construction must comply with City of Mobile City Engineering Standard Drawing 12, “Concrete Sidewalk Details”. Refer to the standard drawing details included in the plan.

14. An ADA compliant truncated dome panel will be required on the sidewalk at each side of the driveway. The truncated dome panel must be a polymer composite truncated dome panel that meets the requirements stated in the City Engineering Typical Handicap Curb Ramp Standard Drawing Seven.

15. A video shall be submitted to the City showing the underground detention system pipes, the pipe from the outlet structures to the City drainage system, and the pipe carrying public

water. The pipe must be videoed after the project's completion, but prior to the request for a Certificate of Occupancy. Submit the video to the City of Mobile with the engineer's as-built certification package. The video needs to be reviewed by the project engineer before being submitted to the City. Each joint needs to be panned left and right as well as any deficiencies being well documented via videography, including a written report.

16. Provide the length of the all proposed storm drainpipe, water line, and/or sanitary sewer line within the City of Mobile right of way. This is required for the calculation of Right-of-Way permit fees. Do not included pipe that is to be installed by the utility company.

17. A bond will be required for all work that is performed within the City of Mobile right of way. The bond amount should be based upon the total cost of the project (portion within the City of Mobile right of way).

SIDEWALKS

_____ REQ'D IN ALL SUBDIVISIONS unless a variance is obtained (ck to see if site/lot is located within an approved subdivision through Planning Commission)

_____ Storm water shall not flow across the sidewalk (per ROW Ordinance) unless authorized by the City Eng

_____ Sidewalks shall comply with City of Mobile City Engineering Standard Drawing 12, "Concrete Sidewalk Details". The standard drawing detail and a note should be included in the plan. The Standard Drawings are available in pdf or dwg format.

_____ Section 57-71 Sidewalk to be min 4' wide

_____ Section 57-71 check vert clearance (guy wires or anchor poles (min 7') over sidewalks

_____ Section 57-96 Ck cross-slope of sidewalk.

_____ Max allowed is 1:36 (or 1" in 3' max)

_____ Sidewalk must slope towards street

_____ Ck ADA requirements

DRIVEWAYS

_____ Curb Cut for this site should comply with City of Mobile City Engineering Standard Drawing _____.

_____ Section 57-122 Ck driveway details against City details

_____ Section 57-123 Max width of drive - 40' (measured at street, or outer edge of walk)

_____ Section 57-124 Driveway must not tie into exist curb past the extension of the property line, unless written consent is obtained.

_____ Section 57-128 Sidewalk grade within limits of the driveway shall not exceed ½" rise per foot

Plan, and Profile Sheet(s):

_____ Exist/Prop pipes (size and type/strs w/ inv. elevs (storm, SS, water, gas, elec, tele, CATV)

_____ Design details for proposed construction (pavement and ROW restoration)

_____ Exist/Prop drive lanes, roads drives, curbing (width and type)

_____ An ADA compliant truncated dome panel will be required on the sidewalk at each side of the driveway. The truncated dome panel must be a polymer composite truncated dome panel that meets the requirements stated in the City Engineering Typical Handicap Curb Ramp Standard Drawing 7.

_____ Show all trees on site; label those to be removed with type and size @ DBH.

_____ The City of Mobile requires a minimum of thirty-six inch separation between any

pipe/structure and a City of Mobile storm drainpipe. Provide a cross-section relative to all proposed pipe installations that are adjacent to a storm drainpipe(s) within the City of Mobile ROW.

____ Roadway (New and widening) cross sections

____ Ditch cross sections

ENG STANDARD NOTES:

- a. Contractor shall contact Stan Ferrell (251-463-8474, stan.ferrell@cityofmobile.org), Dudley Mask (251-591-5993, maskd@cityofmobile.org), City Engineering Department, at least 24 hours prior to beginning any work on this site to coordinate an initial on-site BMP inspection.
- b. The Land Disturbance Permit expires upon the completion of the work or not later than one (1) year from the date of approval. (17-6.A)
- c. Detention pond maintenance responsibility is clearly stated on the plans. Where a property owners association is responsible, such an agreement must be recorded prior to final acceptance of the plans.
- e. The Contractor shall size, install, and maintain adequate controls for the site. Refer to the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas, latest edition.
- f. Provide a note on the plans that the contractor is responsible for daily inspection and continued maintenance of erosion control elements.
- g. Provide a note on the plans stating that any disturbed area(s) may not remain denuded longer than **10 days (Section 17-6.A.1)**.
- h. Provide a note stating that if the disturbed area increases during construction (i.e. the existing asphalt pavement is removed instead of overlaid) to over 1 acre, then work must stop until an ADEM Construction Permit is obtained and a TIER 1 Land Disturbance Permit is approved by the City of Mobile.

____ Storm water detention is required and provided in the design. (ck 1984 aerial vs now for all sites. If <4,000sf detention then no SWM req'd)

____ Underground Stormwater detention facilities require access to video and clean-out

____ Orifice details are provided.

____ Provide an Engineer's evaluation of the receiving system.

____ Show/label existing downstream system

____ If downstream pipe system is silted in it must be cleaned out by Contractor or call 311 to request Public Works to clean it out

____ Show calcs for tailwater elevation

____ Site drainage is tied to the City's storm water system

____ Ck for negative impact on flooding due to:

____ increase runoff volume or velocity

____ decrease in channel storage capacity

____ decrease in overbank storage capacity

____ A *hold-harmless* agreement is required for concentrated discharge to an adjacent Property

____ Check 1984 Aerials for "Historic" site imperviousness

____ Existing Drainage patterns (topo)

- _____ Provide field survey info to verify capacity and functionality of existing pond.
- _____ Section 57-11 Ck drainage calcs of closed system that is replacing an open ditch
- _____ Drainage calculations are provided.
- _____ Roadway (spread calcs, inlet capacities, culvert & ditch calcs, HGL)
- _____ Curb inlets to follow FHWA design storms (10yr on grade, 50yr in sag)
- _____ Closed Drainage system (HGL, inlet capacity, outlet velocity)
- _____ Drainage Area map(s) PRE-DEVELOPMENT / POST-DEVELOPMENT
- _____ Signed and sealed by the Engineer
- _____ Submit calcs showing the existing and proposed flow conditions (volume, depth, velocity) in the existing and proposed drainageways (ditch/channel, swale).

EROSION CONTROL

- _____ Sedimentation and erosion control plan is provided.
- _____ Was phasing of the disturbed areas been considered?
- _____ Protection of existing and proposed catch basins (keep sediment on-site)
- _____ Erosion Control element details (or reference)
- _____ Location of BMPs shown on Plan
- _____ Construction entrance required? Ck details – & ck size of stone
- _____ Show location of temporary concrete washout area
- _____ Show tank containment area(s)
- _____ Provide written CBMPP (Section 17.7.8)
- _____ Check Phasing of project .vs. plan sheets
- _____ Show where/how precipitation will be measured
- _____ Show proposed land stabilization requirements (SECTION17-9.C)
- _____ Plan signed/stamped by QCP (See defn Section 17-2.)
- _____ Provide a note on the Construction Best Management Practices Plan (CBMPP) that the contractor is responsible for daily inspection and continued maintenance of erosion control elements.

Details for ROW (new construction or restoration):

- _____ Pvmnt details (including a copy of the Geotechnical Report)
 - _____ Storm inlets and junction boxes
 - _____ Headwalls and Culverts
 - _____ Special construction unique to site
- _____ The proposed (and existing) dumpster(s) shall have their storm water runoff isolated, collected, and transported to the property's sanitary sewer system.

Additional Comments:
