

PUBLIC WORKS REVIEW APPLICATION CHECKLIST

Use this checklist to guide your Application for:

- a grading permit
- a Public Works civil plan and/or stormwater management plan review associated with a Community Development application for a subdivision activity or a site development plan
- a Public Works civil plan and/or stormwater management plan review for a project involving public infrastructure
- Public Works grading plan review associated with a building permit

1. General Information

UDC 60.500.060I Grading Permit: A grading permit is required when a project involves the movement of 50 cubic yards of earth material. A grading permit application must comply with **UDC 60.500.030**. A grading permit must be signed by the property owner, in compliance with **UDC 60.500.030D.2**.

UDC 60.400.050 regulates sensitive lands, wetlands, stormwater, and drainage, and it applies to all subdivision and site development plan approvals. **UDC 60.400.050G** regulates when grading plans and when stormwater management plans are required. Review Public Works Engineering Standards Section 1011 Project Development. Whenever a Community Development land development application requires civil plan sheets, such as a grading plan, utility plan, landscape plan, etc., a complete civil plan set and a stormwater management plan shall be submitted to Public Works for review.

2. Required Application Materials

- Public Works Plan Review Application
- Grading Permit Application (if earthwork volumes total 50 cubic yards or more)
- Written summary of requested variances from engineering standards
- Civil Plan Set, which should include, but is not limited to, the following sheets:
 - Site Survey
 - Demo Plans (as applicable)
 - Site Plan (with full-build pervious and impervious surfaces identified)
 - Utility Plans
 - Grading and Drainage Plans
 - Erosion and Sediment Control Plans
 - Permanent Stormwater Management Facilities Plans and Construction Details
- Stormwater Management Plan (SWMP)
 - Permanent Stormwater Management Facility Data Table (Engineering Standards 1005.9)
- SWPPP (if MPCA Construction Stormwater Permit is required)
- Hydraulics & Hydrology Model Files (such as HCAD files)

A PLAN REVIEW APPLICATION MUST BE INCLUDED WITH EVERY SUBMISSION, WHETHER NEW OR A REVISION OF A PREVIOUS SUBMISSION. FAILURE TO PROVIDE THE PLAN REVIEW APPLICATION WITH A SUBMISSION WILL RESULT IN REJECTION OF THE SUBMISSION.

3. Grading, Civil Plans, and Stormwater Management References		
Regulation/Standard	Resource	Section
Grading Permit Required	UDC	60.500.060I
Grading Plan Required	UDC	60.400.050G.3
Grading Plan Requirements	UDC	60.400.050G.3.c
	Engineering Standards	1005.10
Stormwater Management Plan Required	City Ordinance	6-4-9 through 6-4-12
	UDC	60.400.050G.4.a
Stormwater Management Plan Requirements	City Ordinance	6-4-11, 6-4-12
	UDC	60.400.050G.4b
	Engineering Standards	1005.9
Runoff Reduction Requirements	UDC	60.400.050F
Water Quality Requirements	City Ordinance	6-4-12
Stormwater Management and Storm Sewer Design	Engineering Standards	1005

DISCLAIMER: This checklist is intended to provide a summary of requirements and references under the Unified Development Code, City Ordinances, and Rochester Engineering Standards. Owners are required to meet all applicable requirements, even if not specifically identified on this checklist.