

EARTH CHANGE PERMIT CHECKLIST

PLEASE FILL OUT THIS CHECKLIST AND SUBMIT WITH YOUR APPLICATION

Do I need an earth change permit?

For routine maintenance, landscaping, or gardening within residential or commercial property that you own or lease. If the answer to any of these questions is yes, you need a permit.

- Does your project require a zoning use exception, a zoning variance, or a building permit?
- Will your project change the location where stormwater flow enters or leaves your property?
- Will your project change the amount or location of stormwater flow in any public right-of-way, utility easement, or drainage easement?

For earth changes on undeveloped property, including earth changes for the purposes of acquiring fill to be moved to another location. If the answer to any of these questions is yes, you need a permit. Note that the questions refer to the entire tract of land, not just the area you plan to disturb with the excavation.

- Does the size of the tract exceed one acre?
- Is there floodplain Zone A or AE present?
- Is there a natural or man-made watercourse present?
- Are there any drainage easements present?

Engineer review required

If the answer to any of these questions is yes, the City Engineer must review the application before a permit may be granted.

- Does the project involve placement of fill in a floodplain or public drainage easement?
- Does the project involve excavation or placement of fill in a natural or manmade channel? Answer yes, even if the channel only holds water during rain storms.
- Does the project involve changing any locations where runoff enters or exits the property?
- Does the project involve changing flow that presently discharges from the property in the form of sheet flow into concentrated flow? (For example, taking runoff that presently is spread out over the surface and collecting it in a pipe or channel)
- Does the project involve disturbing more than one acre? If so, the applicant must obtain coverage under the Stormwater General Permit. See <http://www.deq.state.ok.us/wqdnew/stormwater/index.html> for information.
- Does the project involve placing fill in a creek shown as a "blue line" on a USGS Quadrangle map? If so, coverage under a 404 permit may be required. See <http://www.swt.usace.army.mil/permits/permits.cfm> for information.

If the City Engineer is unable to determine from the application submitted that it meets the policies and standards governing the issuance of the requested permit, the city engineer shall request the applicant in writing to furnish such additional information which may be essential to such determination. If none of these questions are answered yes, the building official may approve the application or may refer the application to the City Engineer.

Signature: _____ Date: _____