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| MCM 4 & 5: BMP SUMMARY SHEET |

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| Site Plan ReviewMS4 Permit Section III.D.4.d |

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| **BMP:** Site Plan Review |
| **Responsible Person(s):** City Administration |
| **BMP Description:** The City of Rice Lake conducts a site plan review prior to the start of construction activity to ensure permit compliance. |
| **Site Plan Review Procedures** |
| Upon receipt of a proposed site plan by an owner to the City of Rice Lake , the following procedures shall be followed:1. Proposed site plan submittal information shall be directed to the City Administration.
2. The City Administration shall take the following actions:
3. Forward the information to the appropriate entities for review and approval. This may include, but not limited to one or all of the following:
4. City Staff
5. Building Inspector
6. City Engineer
7. Oversee review process.
8. Notify owner of approval, disapproval, or required resubmittal of submitted information.
9. Ensure appropriate City permits are obtained prior to final submittal approval. Including the need to apply and obtain coverage under the MPCA general permit to Discharge Stormwater Associated with Construction Activity, if applicable.
10. The reviewing entities shall complete the following actions:
11. Review submitted information against the Town’s current ordinances, policies and design standards.
12. Provide written comments and recommendations of approval, disapproval and/or required resubmittal of site plan information to the City Administration.
13. Reviewer may utilize site plan review checklists, documentation standards and procedures.
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| **Note:** File completed City of Rice Lake Site Plan Review Checklist and any supporting documentation used to determine compliance. |