



# NPDES – MS4

## Site Plan Review

### Standard Operating Procedure (SOP)

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#### **Plan Review, Mitigation measures, Payment of Fees and Recording of Maintenance Agreements**

1. Receive plan, calculations, application – Submitted through Community Development
2. Plan review with SWPPP check list
3. Send plan comments to designer and copy owner by email
4. Complete SWPPP check list on plan revisions until all issues have been resolved
5. Verify permit fees have been paid.
6. Document if any mitigation is part of the proposed code compliance
7. Verify that any maintenance agreement has been signed and recorded against the property and copy of the recorded document provided
8. Sign permit place a copy in the electronic file including all documents and plans submitted as well as comments on permits fees, mitigation and maintenance agreements
9. Notify the applicant the permit has been issued