



THE CITY OF MOBILE, ALABAMA
Engineering Department

September 30, 2014

RE: Tier 1 Land Disturbance Packet

Dear Professional Engineer:

This is the Tier 1 packet, for land disturbance projects, one acre or greater.

Documents for Professional Engineer at Time of Submittal:

These documents are for your use to submit the land disturbance permit application.

- TIER 1 Land disturbance checklist
- TIER 1 Land disturbance certification
- Land disturbance permit application
- Contact Information Sheet

Documents for Contractor Before the Permit can be issued:

A surety is required in accordance with the Storm Water and Flood Management Ordinance for Tier 1 land disturbance projects. The permit will not be issued until the surety requirement is met.

- Contractor letter and bond for security

Documents (if applicable) for Developer/Owner and/or Contractor:

If a Right of Way Permit application is not being submitted simultaneously with the land disturbance permit, the engineer must submit this acknowledgment letter from the developer/owner, and contractor, if identified.

- Right of Way Permit Notification Letter

Documents for Professional Engineer at Time of Project Completion:

To initiate final engineering and right-of-way inspections, for a temporary or permanent Certificate of Occupancy, one of the following documents must be submitted to Central Permitting:

- As-built certification for ROW Work and Subdivisions, and as-built plans
- As-built certification for Commercial and Residential Site Work, and as-built plans

If you have any questions, call the Engineering Department at 251-208-7810 and ask for George Davis, Julia Miller or myself or email land.disturbance@cityofmobile.org with questions.

Sincerely,


Rosemary Ginn Sawyer, PE, CFM
Assistant City Engineer

Land Disturbance Application:

(Required for any increase in impervious area, including building additions)

A Tier 1 Land Disturbance application must include seven (7) complete plan sets. A complete plan set includes the following: site grading & drainage plans, site plan, and landscape and tree plan.

Site grading and Drainage Plan: The plans are to be signed and sealed by a licensed, Alabama professional engineer, showing pre-construction and final grade elevations. The plans should include sufficient storm water calculations, project narrative, erosion control plans, a stormwater retention system maintenance plan, as well as a Land Disturbance Application, with Certification and Checklist.

Site Plan: The site plan should be signed and sealed by an Alabama registered design professional or public land surveyor. The site plan should include the following: scale, north arrow, current zoning of the site and adjacent sites, sidewalks (existing and proposed), legal description, dumpster, parking (with typical dimensions), drives (including dimensions of aisle widths and radii), existing and proposed structures, address, vicinity sketch and the proposed use of the building.

Tree and Landscape Plan: The Landscape Plan must illustrate compliance with the City of Mobile's Zoning Ordinance, for review by Planning, and be signed by the owner. Plan must also illustrate any existing 24" and larger live oaks.

Land Disturbance Checklist: ☐ Land Disturbance Application, ☐ Land Disturbance Certification & Checklist, ☐ Plan Submission Contact Information Sheet, ☐ 7 Complete Plan Sets, ☐ Plan Review Fee (if submitted independently of construction plans).*

Plan Review Status and Plan Revisions: Revisions should be clouded, and send only the affected pages; seven copies of each affected page must be submitted.

Plan Review Fees: If the Land Disturbance application is submitted independently of the building plans, the initial plan review fee is \$101; 1st Re-submittal is \$201, 2nd Re-submittal is \$501, 3rd Re-submittal is \$1001, and 4th Re-submittal is \$2001.

** Please note that a land disturbance permit only allows site clearing and preparations; it does not permit footings, reinforcement or foundation work. Additionally, a separate building permit and fee is required at the time the building permit is issued.



CITY OF MOBILE, ALABAMA
ENGINEERING DEPARTMENT
LAND DISTURBANCE PERMIT APPLICATION

Application Fee Received by: _____

Permit Number: BLD 20____ - _____

This permit application must include the applicant's complete plans assembly along with sufficient engineering calculations to verify storm water discharge (s). The plans must be factual and complete and submit **SEVEN ENTIRE PLAN SETS** along with payment of the appropriate fee to the City of Mobile, Urban Development Department.

Pursuant to the requirements of the City of Mobile City Code Chapter 17, Storm Water Management and Flood Control and its Flood Plain Management Plan, the undersigned hereby applies for a permit for the activity represented on the attached plans.

APPLICANT'S Name

APPLICANT'S Phone No

APPLICANT'S ADDRESS

APPLICANT'S City, State, Zip Code

AUTHORIZED REPRESENTATIVE'S Name

AUTHORIZED REPRESENTATIVE'S Phone No

AUTHORIZED REPRESENTATIVE'S Address

AUTHORIZED REPRESENTATIVE'S City, State, Zip Code

Site Location/Legal Description

Address Assigned by the City Engineer

Signature (Authorized Rep. or Applicant) Date

City Engineer Date

Applicant AND Authorized Representative information is required to submit application.

Approval of the Land Disturbance Permit is **NOT** authority to initiate construction. The applicant is responsible for obtaining the necessary approvals and ensuring compliance with applicable Zoning, Subdivision, Tree, Traffic, and Right-of-Way applicable City Codes and regulations.

Land Use Administration Representative Date

Notes:

1. This permit expires upon completion of the work authorized, or not later than one year from the date of issuance. No work shall be performed after that date without prior written approval from the City of Mobile, Urban Development Department.
2. A permit from the Urban Forester is required for removing, trimming, or relocating heritage trees, including 24 inch or larger live oaks.
3. Any work to be performed in the City of Mobile Right-of-Way will require a Right-of-Way Permit per City of Mobile City Code Chapter 57, Streets and Sidewalks, Article VII, Right of Way Construction and Administration. Any work in ALDOT right of way will require a ROW permit from ALDOT.
4. Construction plans are maintained in the City Engineer's Office and should be in compliance with City Code Chapter 17, Storm Water Management and Flood Control. Prior to granting of a Certificate of Occupancy, an Alabama licensed Professional Engineer must certify to the Urban Development Department that this project has been completed in conjunction with plans approved by the City Engineer.



Plan Submission Contact Information

Name of Project _____

Address _____

Owner _____

Address _____

Phone _____ Fax _____ E-Mail _____

Authorized Agent _____

Address _____

Phone _____ Fax _____ E-Mail _____

Contractor _____

Address _____

Phone _____ Fax _____ E-Mail _____

Civil Engineer _____

Address _____

Phone _____ Fax _____ E-Mail _____

Architect _____

Address _____

Phone _____ Fax _____ E-Mail _____

Submitted By: _____

Signature _____

Print _____

Date _____

Affiliation to project/Organization _____



City of Mobile
Engineering Department
Land Disturbance Permit Checklist

TIER 1

Project: _____ Date: _____

Address: _____

Printed Name of Engineer: _____

Signature of Engineer: _____

Professional License No.: _____

The following items must be submitted (unless otherwise denoted on the appropriate space below) to City of Mobile Central Permitting with the Land Disturbance Permit Application. The City will review only those applications that are accompanied by all appropriate items on the Land Disturbance Permit Checklist and by a completed Land Disturbance Permit Certification.

_____ Vicinity Map – Including the distance to the nearest named receiving water body and first named water body it ties into.

_____ Legal Description

_____ Plans drawn to scale, stamped and signed by an Alabama licensed P.E.

_____ A brief narrative describing the existing site conditions and major elements of the project.

_____ Priority site documentation provided if applicable* (See note for definition of priority construction site).

_____ Topographical details for existing conditions and proposed development.

_____ If an existing detention facility is utilized, documentation that the detention facility has been field-surveyed to verify the capacity and functionality of the existing detention facility. If it is found to be deficient, the pond will be brought up to the required capacity and functionality before a Certificate of Occupancy will be issued.

_____ Documentation of any credit claimed for existing impervious area prior to 1984 (implementation of Flood Plain Management Plan).

_____ Engineering calculations showing that the receiving storm drainage system can handle the additional flow due to the proposed development are provided, based on the method stated in the land disturbance permit certification.



City of Mobile
Engineering Department
Land Disturbance Permit Checklist

TIER 1

Project: _____ Date: _____

Address: _____

Select the choice below that applies to the ADEM NOR for this site:

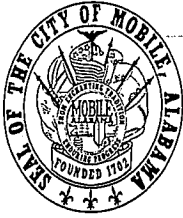
- _____ If the disturbed area is one (1) acre or greater, proof that the site is registered with the Alabama Department of Environmental Management (ADEM) is provided.
- _____ If the disturbed area is one (1) acre or greater, proof that the site is registered with the Alabama Department of Environmental Management (ADEM) will be provided before a land disturbance permit will be issued.

Select one of the following regarding sedimentation and erosion control plan and CBMPP:

- _____ Sedimentation and erosion control plan and CBMPP in accordance with the latest version of Alabama Handbook for Erosion Control, Sediment Control, and Storm water Management on Construction Sites and Urban Areas is provided.
- _____ Sedimentation and erosion control plan and CBMPP in accordance with the latest version of Alabama Handbook for Erosion Control, Sediment Control, and Storm water Management on Construction Sites and Urban Areas, stamped by a professional engineer licensed in the state of Alabama, will be provided by the contractor, along with a letter of supervision for the erosion control plan, before a land disturbance permit will be issued.

_____ Grading and drainage plan that shows (please initial each plan element):

- ___ City of Mobile benchmark reference ___ Drainage easements
- ___ City of Mobile right-of-way ___ Outlet Control method is depicted
(i.e. weir, orifice, structure, device, pipe, etc.)
- ___ Storm water detention system design and a clear statement of responsibility for detention pond maintenance. Where a property owners association is responsible, an agreement so stating must be recorded prior to final acceptance.
- ___ The submittal is designed in accordance with Division 2. Floodplain Regulations of the City of Mobile Storm Water Ordinance.
- ___ Sidewalks are required unless a variance is obtained from the Planning Commission. On subdivisions, the individual property owner will construct sidewalk, when a home is constructed.
- ___ Curb cuts and sidewalks are specified to City of Mobile standards.
- ___ If wetlands are shown as such on City GIS system, a licensed environmental professional must delineate wetlands to confirm or disprove their existence.



City of Mobile
Engineering Department
Land Disturbance Permit Checklist

TIER 1

Project: _____ Date: _____

Address: _____

- ☐ If wetlands are to be disturbed, a Corps of Engineers permit is attached. **OR**
- ☐ If wetlands are to be disturbed, a Corps of Engineers permit will be provided before a land disturbance permit will be issued.
- ☐ If site drainage is not tied to the City's storm water system, a *release* agreement, meeting the approval of the City Legal Department, to run with the land from the downstream property owner(s) accepting concentrated discharge onto the adjacent property and an engineering analysis of the private or public system receiving storm water, if applicable.
- ☐ If site drainage is not tied to the City's storm water system, a storm water detention design with 100-year design volume and pre-development two-year release rate (volume and velocity) is provided in lieu of release agreement, if applicable.
- ☐ As-built drawings AND updated CADD/PDF files are required to be submitted no more than 120 days of the Temporary Certificate of Occupancy (TCO) being issued by Engineering. Per ADEM's permit with City of Mobile, no extensions of a TCO can be issued.

Select the option(s) which apply regarding the right of way:

- ☐ A right of way permit is being submitted under separate cover to City Engineering Department in conjunction with the submission of the land disturbance permit application submittal to Central Permitting.
- ☐ A right of way permit will be submitted to City Engineering Department at a later date by the contractor.
- ☐ A right of way permit is being submitted separately to the Alabama Department of Transportation in conjunction with the submission of the land disturbance permit application submittal to Central Permitting.
- ☐ A right of way permit will be submitted to the Alabama Department of Transportation at a later date by the contractor.
- ☐ There is no work in the right of way proposed on this project, therefore no right of way permit is required.

Low Impact Development Design

- ☐ Documentation that shows the pre-development 1.2" hydrology over a 24 hour period preceded by a 72 hour antecedent dry period.



City of Mobile
Engineering Department
Land Disturbance Permit Checklist

TIER 1

Project: _____ Date: _____

Address: _____

_____ The following submission is attached for the plans:

- ___ 1. a PDF file of the plans (EMAIL to land.disturbance@cityofmobile.org), AND
- ___ 2. appropriate number of hard copies of ENTIRE LAND DISTURBANCE PLAN SET as required by Urban Development**, AND
- ___ 3. a CADD file in ONE of the following formats (EMAIL to land.disturbance@cityofmobile.org):

ESRI Shape file format OR
Standard CAD format (DXF, DWG or DGN) OR in a format approved by the
Engineering and GIS department compatible with the City of Mobile GIS system.
- ___ 4. Any of the above formats must be referenced to the NAD83 Alabama State Plane Coordinate System (West Zone) in U.S. Survey feet.

***PRIORITY CONSTRUCTION SITES:**

Any construction project one acre or larger that discharges to or crosses a water body considered as any of the following classifications or within ADEM's associated buffer zone for said water body shall be considered a priority construction project:

- Any water body listed on the most recently approved 303(d) list of impaired waters for turbidity, siltation, or sedimentation
- Any water body for which a Total Maximum Daily Load (TMDL) has been finalized or approved by EPA for turbidity, siltation or sedimentation
- Any water body assigned the Outstanding Alabama Water (OAW) or Outstanding National Resource Water or Treasured Alabama Lake
- Other sites determined by the Permittee or Permitting Authority to be a significant threat to water quality

**** PLEASE NOTE IF ANY DISCREPANCIES ARE FOUND BETWEEN EMAILED PLANS AND HARD COPIES, THE CONTRACTOR PERMITTED PLAN SET SHALL GOVERN.**

LAND DISTURBANCE PERMIT WILL NOT BE ISSUED UNTIL CADD FILE AND PDF FILES ARE RECEIVED AND APPROVED BY GIS DEPARTMENT – approval takes five (5) business days from date of receipt of files.



**City of Mobile
Engineering Department
Land Disturbance Permit Certification**

TIER 1

I hereby certify:

- ___ 1. that the land disturbance permit (for which I am submitting this application) gives the contractor permission to work on private property only. Furthermore, I understand, that a right-of-way permit must be prepared under my direction and submitted separated (and certified on # 15 and #16 below) for work in the City and/or ALDOT Right-of-Way.

___ A. I certify that I have given the owner/developer and contractor the attached letter stating this requirement and a copy is attached herewith.

___ B. If a contractor has not been selected at this time, the owner/developer has received a copy of this letter to provide the contractor once selected.

- ___ 2. ___ A. that I, or an appropriate person under my supervision, have been retained to and will inspect and certify that the project will be built according to the permitted plans in accordance with the latest version of Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas, and that if there are significant changes in final construction of the project from the permitted plans, as-built drawings and calculations will be submitted to the City of Mobile for approval. As-built drawings are required to be submitted no more than 120 days of the Temporary Certificate of Occupancy (TCO) being issued by Engineering. Per ADEM's permit with the City of Mobile, no extensions of a TCO can be issued.

___ B. that I have not been retained to inspect and certify that the project will be built according to the permitted plans. A letter of supervision from the engineer who will be performing the construction observation/certification will be submitted before a land disturbance permit will be issued.

- ___ 3. that sedimentation and erosion control plan and Construction Best Management Practice Plan (CBMPP) is provided

___ A. is provided as a part of the land disturbance application and it is in compliance with existing federal, state, municipal and the latest version of Alabama Handbook for Erosion Control, Sediment Control, and Storm water Management on Construction Sites and Urban Areas. The Construction Best Management Practice Plan (CBMPP) must provide that the contractor is responsible for daily inspection and continued maintenance of erosion control elements.

___ B. is not provided with this application; it shall be the responsibility of the contractor is to provide the erosion control plan and CBMPP in compliance with existing federal, state, municipal and the latest version of Alabama Handbook for Erosion Control, Sediment Control, and Storm water Management on Construction Sites and Urban Areas. The CBMPP must provide that the contractor is responsible for daily inspection and continued maintenance of erosion control elements. The erosion control plan and CBMPP, stamped by a licensed engineer in



City of Mobile
Engineering Department
Land Disturbance Permit Certification

TIER 1

the State of Alabama, with a letter of supervision for the erosion control plan will be provided before a land disturbance permit will be issued.

- ___ 4. that all drainage calculations are completed with due care and comply with all existing federal, state, and municipal requirements, as applicable to the type site proposed.
- ___ 5. that the grading and drainage plans comply with existing federal, state, municipal standards and guidelines.
- ___ 6. ___ A. that if an existing detention facility is utilized, the detention facility has been field-surveyed to verify the capacity and functionality of the existing detention facility. If it is found to be deficient, the pond will be brought up to the required capacity and functionality before a Certificate of Occupancy will be issued.
- ___ B. that a notarized letter from the owner is attached stating that the owner agrees to maintain the detention facility in accordance with the attached detention facility maintenance plan.
- ___ C. that a notarized letter from the owner will be provided before a land disturbance permit will be issued. The letter states that the owner agrees to maintain the detention facility in accordance with the attached detention facility maintenance plan.
- ___ D. that if no detention facility is required based on the type development proposed.
- ___ E. that an existing detention facility is utilized, but the maintenance of the facility is not the responsibility of the owner. Documentation is attached to this submittal to confirm that detention facility maintenance is not the responsibility of the owner.
- ___ 7. that the plans require any area within the site constructed after 1984 to be brought to compliance with the City of Mobile's storm water ordinance.
- ___ 8. that the receiving storm drainage system(s) can handle the additional flow due to the proposed development. Based on one of the following being met:
- ___ A. City of Mobile Flood Plain Management Plan, page 26, "An adequate channel shall be defined as a natural or man-made channel or pipe which is capable of conveying the run-off from a 10 year storm without overtopping its banks or eroding after development of the site in question, or without causing the flooding of structures from the 10 year storm event."



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Land Disturbance Permit Certification

TIER 1

8. (CONTINUED)

____ B. If the outfall is into a natural watercourse, the ten-year peak flow from the development within the watershed must be at a flow rate and velocity, which the watercourse can handle without erosion or over bank flooding.

____ C. The existing City of Mobile outfall system does not meet the required 10-year design capacity; therefore, the pre-development peak flow has been reduced by an amount large enough to avoid making improvements to the outfall system.

____ D. The existing outfall system is inadequate.

____ 1. Analysis of the existing outfall system is provided. I have verified that there is no historical flooding in the area, based on examination for evidence of prior flooding and by documenting discussion with neighbors adjacent to the existing outfall. I certify that there is no flooding problem created with this development for a 10-year storm.

____ 2. Analysis of the existing outfall system is provided. I have verified that there is historical flooding in the area, based on examination for evidence of prior flooding and by documenting discussion with neighbors adjacent to the existing outfall. A storm water detention system providing 100-year volume with a pre-development two-year release (volume and velocity) has been designed.

____ E. There is no existing outfall. Therefore an infiltration system is proposed. The drainage calculations are enclosed along with a geotechnical report addressing the percolation rate, the required soil layers for the system, the relationship between the location of the infiltration system and the water table, and the required maintenance plan for the system function properly; a certification letter from the geotechnical engineer stating that the system design will function as designed is enclosed. The maintenance plan should be signed by the owner and notarized.

____ F. There is no existing outfall. A drainage system is being constructed to tie to the nearest City of Mobile storm drainage system (within 300 feet of the project). The design and calculations for the proposed drainage system are provided. The receiving City of Mobile system has been analyzed and meets:

____ 1. City of Mobile Flood Plain Management Plan, page 26, "An adequate channel shall be defined as a natural or man-made channel or pipe which is capable of conveying the run-off from a 10 year storm without overtopping its banks or eroding after development of the site in question, or without causing the flooding of structures from the 10 year storm event."

____ 2. The existing outfall system does not meet the required 10-year design capacity; therefore, the pre-development peak flow has been reduced by an amount large enough to avoid making improvements to the outfall system.



City of Mobile
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8.F. (CONTINUED)

____ 3. The existing outfall system is inadequate. Analysis of the existing outfall system is provided. I have verified that there is no historical flooding in the area, based on examination for evidence of prior flooding and by documenting discussion with neighbors adjacent to the existing outfall. I certify that there is no flooding problem created with this development.

____ G. There is no existing outfall. The storm drainage is being conveyed via pipe into the existing gutter. Drainage calculations are provided quantifying the spread to be within the allowable limits for the appropriate type roadway facility onto which the release is proposed.

____ H. There is no existing outfall. The storm drainage is being conveyed via pipe into the existing gutter. When the spread was quantified, it was NOT within the allowable limits for the appropriate type roadway facility onto which the release is proposed. Therefore, detention is provided on-site, to reduce the release to be within the allowable limits for spread.

____ 9. ____ A. that site drainage is tied to the City of Mobile's storm water system,

____ B. that site drainage is not tied to the City of Mobile's storm water system, the City of Mobile Legal Department standard *release* agreement or an agreement meeting the approval of the City of Mobile Legal Department will be submitted before a land disturbance permit is issued. The release agreement will be court-recorded, and the recording information supplied to the City of Mobile Engineering Department before a land disturbance permit will be issued on commercial sites, and before building permits are issued on subdivisions with streets to be accepted for City of Mobile maintenance. If the storm water discharge ties to a private system, an analysis of the private system is enclosed and shows that the private system can handle the additional flow.

____ C. that site drainage is not tied to the City of Mobile's storm water system, the City of Mobile Legal Department standard *release* agreement or an agreement meeting the approval of the City of Mobile Legal Department will be submitted before a land disturbance permit is issued. The release agreement will be court-recorded, and the recording information supplied to the City of Mobile Engineering Department before a land disturbance permit will be issued on commercial sites, and before building permits are issued on subdivisions with streets to be accepted for City of Mobile maintenance. If storm water drains onto the adjacent property owner before the runoff reaches a City of Mobile system, the analysis of the City of Mobile system is analyzed under number 7 of the certification.



City of Mobile
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Land Disturbance Permit Certification

TIER 1

9. (CONTINUED)

____ D. that site drainage is not tied to the City of Mobile's storm water system, the City of Mobile Legal Department standard *release* agreement or an agreement meeting the approval of the City of Mobile Legal Department will be submitted before a land disturbance permit is issued. The release agreement will be court-recorded, and the recording information supplied to the City of Mobile Engineering Department before a land disturbance permit will be issued on commercial sites, and before building permits are issued on subdivisions with streets to be accepted for City of Mobile maintenance. If storm water crosses more than one property owner before tying to the City of Mobile storm water system, a release agreement will be obtained from all affected downstream property owners until the runoff reaches a City of Mobile system. The City of Mobile system is analyzed under number 7 of the certification.

____ E. that site drainage is not tied to the City of Mobile's storm water system, a storm water detention system providing 100-year volume with a pre-development two-year release (volume and velocity) has been designed.

____ 10. that if the disturbed area is one (1) acre or greater, the site will be registered with the Alabama Department of Environmental Management (ADEM).

____ A. the ADEM NOR is provided with this application.

____ B. the ADEM NOR is not provided with this application; it will be applied for at a later date. I understand that the ADEM NOR must be provided before a land disturbance permit will be issued.

____ 11. ____ A. that wetlands are not shown on-site or on the City of Mobile GIS system

____ B. that if wetlands exist on-site or shown on City of Mobile GIS system, they have been delineated by a certified professional and the delineation is depicted on the plans.

____ 1. wetlands are not disturbed.

____ 2. wetlands are disturbed and a Corps of Engineers permit has been submitted with this application.

____ 3. wetlands are disturbed and a Corps of Engineers permit will be submitted at a later submittal. I understand that the submission of the Corps of Engineers permit is required before a land disturbance permit will be issued.

____ C. that wetlands are shown on City of Mobile GIS system, but are not present on-site, and the attached letter from a licensed environmental professional has disproved their existence.



City of Mobile
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- ___ 12. that plans should clearly identify that developers/owners of the site are required to maintain post-structural and non-structural construction BMPs until the maintenance responsibility is legally transferred to another party.
- ___ 13. that if the site is in a flood plain, all requirements of Division 2. Floodplain Requirements of the City of Mobile Storm Water Ordinance are complied with.
- ___ 14. that dumpster shown on plans is tied to sanitary sewer and turning template is shown on plans for dumpster to drive pickup route on the property. Pick up turning template is in accordance with the waste company provided for actual vehicles available at the time of design. I have contacted possible delivery companies for information on waste vehicles.
- ___ 15. that Right of Way permitted plans comply with the latest version of the Rights of Way Construction and Administration Ordinance Article VIII of Chapter 57 and all existing applicable state, federal and municipal standards and guidelines.
- ___ 16. ___ A. that a City Right of Way permit is required for any work in the City Right of Way and a permit is being submitted to the Engineering Department at the same time the land disturbance permit is being submitted to Central Permitting (Urban Development).
- ___ B. that a City Right of Way permit is required for any work in the City Right of Way and a permit will be submitted to the Engineering Department at a later date by the contractor. I understand NO WORK can begin in the City Right of WAY without a City Right of Way permit from the Engineering Department.
- ___ C. that a permit from the Alabama Department of Transportation is required for any work in the State Right of Way and the permit has been applied for. I understand that a copy of the ALDOT permit documentation is required to be submitted to the Engineering Department, before beginning work in the State Right Of Way.
- ___ D. that a permit from the Alabama Department of Transportation is required for any work in the State Right of Way and the permit will be applied for by the contractor. I understand that a copy of the ALDOT permit documentation is required to be submitted to the Engineering Department, before beginning work in the State Right Of Way.
- ___ E. that no work is proposed in the City or State Right of Way; therefore no Right of Way permit is required.
- ___ 17. that post-construction site conditions are designed to provide runoff that mimics the pre-development hydrology for 1.2" of rainfall over a 24 hour period preceded by a 72 hour antecedent dry period.



**City of Mobile
Engineering Department
Land Disturbance Permit Certification**

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I hereby certify that the project was designed according to the federal, state, and city standards/guidelines applicable to the project, to the best of my knowledge.

As shown on land disturbance permit checklist (attached to this certification), all required items have been submitted.

I understand with the submission of this certification that the penalty for three (3) submissions with significant deficiencies in a one-year period is that the review fee for the first review of the next submittal will be \$1000. The City of Mobile will provide written warning to the Engineer when a submittal is found to be deficient. This warning shall inform the Engineer of the number of deficient submittals they have made in the last one-year period.

Furthermore, I understand that in cases in which an engineer knowingly makes materially false certifications, these false certifications may be reported to the Alabama State Board for Licensure for Professional Engineers and Land Surveyors.

I understand that all re-submittals will be considered a NEW submittal and reviewed in the order in which it was submitted.

I certify that I am a professional engineer, qualified in civil engineering, in good standing with the Alabama State Board of Licensure for Professional Engineers and Land Surveyors.

Printed Name of Engineer: _____

Signature of Engineer: _____

Professional License No.: _____

Date: _____

SEAL



THE CITY OF MOBILE, ALABAMA
Engineering Department

September 30, 2014

RE: Tier 1 Land Disturbance Performance Bonds

Dear Contractor:

To obtain a Tier 1 Land Disturbance Permit from the City of Mobile, the Storm Water and Flood Control Ordinance requires that a security be provided in Section 17.9.A.1.

The requirements of the surety are defined below. A standard bond form is provided for your use. *The Tier 1 Land Disturbance Permit cannot be issued until surety is provided in one of the forms as required in the ordinance below.*

"Section 17-9. Best Management Practices - Tier 1 Land Disturbance Permit

A. Design and Performance Standards

1. The CBMP plan must be accompanied by a letter of credit, a surety bond or a cash bond, with the City having the right to determine which type of security shall be furnished. Unless the City determines that sufficient security for compliance with the requirements of this Ordinance is already in place, a letter of credit, a surety or a cash bond (a letter of credit, a surety bond and a cash bond shall be herein collectively referred to as "security") shall be furnished to the City in accordance with the following provisions:

- (a) The City shall require a letter of credit, a surety bond or a cash bond in such amount as specified herein to assure that the work, if not completed or if not in accordance with the permitted plans and specifications, will be corrected to eliminate hazardous conditions, erosion and/or drainage problems. In lieu of a letter of credit or a surety bond required by the City, the owner may file a cash bond with the City in an amount equal to that which would be required in the letter of creditor or the surety bond.

- (b) The security shall contain, or have attached to it as an exhibit, a legal description of the site. The security shall remain in effect for such reasonable period of time as may be required by the City.
- (c) The security for clearing operations only shall be in the amount of one thousand dollars (\$1,000.00) per acre for each acre, or fraction of an acre, disturbed or affected by such operations.
- (d) The security for earthwork or clearing and earthwork operations shall be in the amount of three thousand dollars (\$3,000.00) per acre for each acre, or fraction of an acre, disturbed or affected by such operations.
- (e) Security equal to double the amounts required in subsections (3) and (4) herein, shall be required where clearing or earthwork is performed in areas designated as flood ways, flood plains or areas susceptible to landslides.
- (f) Each letter of credit must be issued by a bank which has its principal office in the City.
- (g) Each letter of credit must be issued by a bank which is reasonably satisfactory to the City and each surety bond must be issued by a surety company which is qualified to do business in the state and which is otherwise reasonably satisfactory to the City."

Should you have any questions, contact George Davis, Julia Miller or myself at 251-208-7810 or via email at land.disturbance@cityofmobile.org

Sincerely,



Rosemary Ginn Sawyer, PE, CFM
Assistant City Engineer

CITY OF MOBILE, ALABAMA

SITE CLEARING, EARTHWORK, GRADING, & OTHER SITE ACTIVITY

PERFORMANCE BOND

TIER 1 LAND DISTURBANCE PERMIT NUMBER BLD20____ - _____

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____
(hereinafter called the Principal) and

_____ (hereinafter called the Surety) are
held and firmly bound unto the CITY OF MOBILE, ALABAMA (hereinafter called the Obligee), in the full
and just sum of _____ Dollars(\$ _____), lawful money of the United
States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs,
administrators, executors, and assigns, jointly and severally, firmly by these presents. For purposes of
this bond and enforcement of the obligations set forth herein, Surety hereby appoints the Mayor of the City of
Mobile as its agent for receipt of service of process.

WHEREAS, said Principal has applied to the Obligee for a permit to perform on-site clearing,
earthwork, grading, and other site activity on the land as described as follows, under the permit number
shown above: _____

_____ conditioned on an agreement by the Principal to install the erosion and sedimentation control BMPs in
accordance with the permitted Construction Best Management Practices (CBMP) plan prepared by _____
_____, dated _____, and filed at the
City Engineering Department.

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if Principal shall
promptly and faithfully construct the improvements and achieve permanent site stabilization in accordance
with the permitted CBMP plan which is made a part hereof by reference as if set out in here full, and
said construction finally approved by Obligee, then the Bond shall be null and void; otherwise to remain in
full force and effect. The bond will automatically extend without amendment for additional one year period
from the expiration date, or any future expiration date, until all disturbed areas have been permanently
stabilized in accordance with the permitted CBMP plan and finally approved.

PROVIDED, further, that upon the failure of _____ as
such applicant, to promptly and efficiently prosecute said CBMP Plan, in any respect, In accordance with
the permit, the above bound _____ as Surety,
shall take charge of said CBMP Plan, and complete the CBMP Plan at their own expense. Said Surety
may, if it so elects, by written direction given to the CITY OF MOBILE, City Engineer, authorize the City
Engineer to complete or cause to be completed the said Permit Work at the expense of said Surety, and
such Surety hereby agrees and binds surety to pay the cost and expense of the completion of such
CBMP Plan.

In the event said Principal shall fail or delay the prosecution and completion of said CBMP Plan
and said Surety shall also fail to act promptly as hereinbefore provided, then said City Engineer may
cause ten days (10) notice of such failure, either to said Principal or Surety, and at the expiration of said
ten days, if said Principal or Surety do not proceed promptly to complete the CBMP Plan provided therein,
the CITY OF MOBILE, ALABAMA shall have the authority to cause said CBMP Plan to be done and

accomplished, and when the same is completed and the cost thereof determined, the said Principal and Surety shall and hereby agree to pay any and all cost of said CBMP Plan.

The said Principal and Surety further agree as part of this obligation to pay all such damages of any kind to person or property that may result from a failure in any respect to perform and complete said CBMP Plan.

The decision of the City Engineer of the CITY OF MOBILE, ALABAMA upon any question connected with the execution of the CBMP Plan, by said Principal or Surety, shall be final and conclusive.

WITNESS our hands and seals, this _____ day of _____ 20 _____.

ATTEST:

(Name and Title)

(Signature of Applicant Official)

(Title of Officer Signing)

(Affix Seal)

Name of Surety

Legal Name of Applicant (Company) as Principal

Address

By: _____
Attorney in Fact - for Surety

NOTICE TO ALABAMA RESIDENT AGENT

Countersigned by Alabama
Resident Agent for Surety

Please print or write legibly your name and
complete address below

Name

Address

(A copy of the Power of Attorney properly executed by the Company authorizing the Agent signing above to bind the Company as Surety on this Bond must be attached hereto. Said Power of Attorney must be dated so as to correspond with the execution date of the bond)

ADDITIONAL INFORMATION SHEET

PRINCIPAL (COMPANY NAME)
ADDRESS
TELEPHONE NUMBER
FAX NUMBER
EMAIL ADDRESS

SURETY (COMPANY NAME)
ADDRESS
TELEPHONE NUMBER
FAX NUMBER
EMAIL ADDRESS

OWNER/DEVELOPER

Engineering Company Name

Date

[Individual name]

[Developer/Owner Company]

[Street address]

[City, state, zip]

RE: ROW PERMIT NOTIFICATION LETTER
Project Development name and physical street address

Dear _____:

I am submitting a Tier 1/Tier 2 land disturbance permit for Project Development name and physical street address to the City of Mobile today. The land disturbance permit only allows land disturbance on private property.

The purpose of this correspondence acknowledges that we are aware that an additional permit, a Right of Way permit, directly from the Engineering Department is required. The Right of Way permit is NOT being submitted concurrently with the land disturbance permit; it will be submitted at a later date.

NO work on the right of way, including a construction entrance will be constructed until the Right of Way permit is approved and obtained.

I need your signature on the bottom of this letter to submit with the land disturbance permit. Thank you for your help.

Sincerely,

Professional Engineer, PE
Engineer of Record

PE #1234

OWNER/DEVELOPER ACKNOWLEDGMENT SIGNATURE

OWNER/DEVELOPER PRINTED NAME AND COMPANY

DATE: _____

CONTRACTOR

Engineering Company Name

Date

[Individual name]

[Contractor Company]

[Street address]

[City, state, zip]

RE: ROW PERMIT NOTIFICATION LETTER
Project Development name and physical street address

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I need your signature on the bottom of this letter to submit with the land disturbance permit. Thank you for your help.

Sincerely,

Professional Engineer, PE
Engineer of Record

PE #1234

CONTRACTOR ACKNOWLEDGMENT SIGNATURE

CONTRACTOR PRINTED NAME AND COMPANY

DATE: _____



Engineer's As-Built Certification for ROW Work and Subdivisions

City project #s: BLD201 - _____
ROW201 - _____

Date: _____

Project Name: _____

Address: _____

<u>Initial for completion:</u>	<u>Item that is Being Certified by Professional Engineer of Record</u>
	The storm drainage system and storm water detention facilities were constructed in accordance with the permitted plans. Detention pond is solid sodded or permanently stabilized by method approved by the City of Mobile Engineering department.
	Junction box/manhole/inlet elevations and outfall elevations were checked and are in accordance with the permitted plans or are noted on the as-built drawings (attached).
	Underdrains (WERE/WERE NOT) installed. If "WERE" is marked, an underdrain location drawing is provided with the as-built drawings.
	The Streets and/or widening/turn lane, etc. were constructed in accordance with the permitted plans.
	All traffic striping, markings and legends in the City ROW are thermoplastic and constructed in accordance with the permitted plans.
	Finished street cross-slopes conform to the permitted plans.
	The asphalt paving overlaps the concrete gutter as required on the permitted plans.
	Traffic signal(s), traffic signal controller, loops, and all other associated traffic signal work were constructed in accordance with the permitted plans.
	Irrigation system and associated items were constructed in accordance with the permitted plans.
	Driveways, sidewalk, handicapped ramps, solid sod, vegetation, etc. was constructed in accordance with the permitted plans.
	Existing or newly constructed sidewalk and driveways in the right-of-way are in a condition free of hazards to pedestrians or vehicles.
	Embankment and/or excavated slopes 3:1 or flatter (maximum slope) appear to be covered by a stable stand of solid sod so as to prevent erosion. Flat slopes (flatter than 3:1) appear to be covered by a stable stand of grass to prevent erosion.
	Manhole and utility rings are properly installed.
	Surveyed storm water detention volume: _____ cubic feet, which is greater than or equal to the permitted storm water detention volume. Permitted storm water detention volume is _____ cubic feet.
	The orifice plate/weir is sized and installed correctly. Provide the orifice plate/weir: measured size _____ inches; the required size from the permitted plans is _____ inches.
	The orifice plate is securely attached.
	Headwalls are properly constructed. Adjacent surfaces are stable.
	Drainage structures and storm drain lines are free of sediment and debris.
	The required size and quantity of riprap was provided at the outfall discharge point.
	Filter blanket was provided and properly installed under the riprap
	Underground detention has been filmed and the film footage does not depict



Engineer's As-Built Certification for ROW Work and Subdivisions	
City project #s: BLD201 - _____	Date: _____
ROW201 - _____	
Project Name: _____	
Address: _____	

	any sediment or pipe deficiencies (holes in pipe, bad joints, etc.) This is underground storm water detention and the tie from the detention pond to the right of way tie-in. All pipe installed in the right of way is videoed and installed with no lifting eyes and wrapped joints.
	Storm drain video/DVD and the video report are provided as required.
	I have reviewed the laboratory test results and find that the base and subgrade layers and asphalt paving are in accordance with the permitted plans and within the ALDOT standards with regard to composition, thickness, and density.
	I have reviewed the laboratory test results and find that the concrete used for the drainage structures, curb, and curb and gutter and on other structures, such as signal poles, etc. in the City ROW is the appropriate mix and is in accordance with the ALDOT standards.
	Two copies of the testing laboratory's findings have been provided to the City Engineer
	Low impact development design is constructed in accordance with the permitted plans.
	As-built elevations and as-built plans are provided. If there are no changes to the permitted plans, submit a copy of permitted plans certified as AS-BUILT and marked as such when submitting the as-built certification form.
	<p>The following submissions are provided for the <u>AS-BUILT</u> plans (<u>marked as such</u>), which have changed from the permitted plans:</p> <ol style="list-style-type: none"> 1. a PDF file of the plans (EMAILED), AND 2. two hard copies of the plans, AND 3. a CADD file in ONE of the following formats (EMAILED): ESRI Shape file format OR Standard CAD format (DXF, DWG or DGN) OR in a format approved by the Engineering and GIS department compatible with the City of MobileGIS system. 4. Any of the above formats must be referenced to the NAD83 Ala. State Plane Coordinate System (West Zone) in U.S. Survey feet.
	Within the Homeowners Association Restrictive Covenants, the Association assumes responsibility for maintenance of storm water detention facilities. The Covenants were recorded in map book _____, page number _____ on date _____. A copy has been provided to the City Engineer.

I hereby certify that this project was built in accordance with the permitted plans, and that drawings and calculations of any significant changes in the final construction of the project from what was shown on the originally permitted plans have been submitted to the City Engineer.

PE Signature: _____	Date: _____
Written PE Name: _____	PE Number: _____



City of Mobile Engineering Department

Engineer's As-Built Certification for Commercial and Residential Site Work

City Permit Number(s): BLD20 ____ - ____; ROW20 ____ - ____ Date: ____

Project Name: _____

Address: _____

Printed Name of Engineer: _____

Signature of Engineer: _____

Professional License No.: _____

Engineering Firm: _____

Project Completion Date: _____ Date of Final Inspection: _____

I hereby certify that this project was built in accordance with the permitted plans, and that drawings and calculations of any significant changes in the final construction of the project from what was shown on the originally permitted plans have been submitted to the City Engineer.

Initial each item below.

_____ The storm drainage system and storm water detention facilities were constructed in accordance with the permitted plans. Detention pond is solid sodded or permanently stabilized by method approved by the City of Mobile Engineering department.

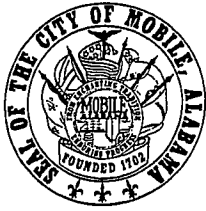
_____ Underground detention has been filmed and the film footage does not depict any sediment or pipe deficiencies (holes in pipe, bad joints, etc.) This is underground storm water detention and the tie from the detention pond to the right of way tie-in.

_____ Storm drain video/DVD and the video report are provided as required.

_____ As-built elevations and as-built plans are provided. If there are no changes to the permitted plans, submit a copy of permitted plans certified as AS-BUILT and marked as such when submitting the as-built certification form.

_____ The following submissions are provided for the AS-BUILT plans (marked as such), which have changed from the permitted plans:

1. a PDF file of the plans (EMAILED), AND
2. two hard copies of the plans, AND
3. a CADD file in ONE of the following formats (EMAILED): ESRI Shape file format OR Standard CAD format (DXF, DWG or DGN) OR in a format approved by the Engineering and GIS department compatible with the City of Mobile GIS system.
4. Any of the above formats must be referenced to the NAD83 Alabama State Plane Coordinate System (West Zone) in U.S. Survey feet.



**City of Mobile
Engineering Department**

**Engineer's As-Built Certification
for Commercial and Residential Site Work**

City Permit Number(s): BLD20__ - __; ROW20__ - __ Date: _____

Project Name: _____

Address: _____

____ Surveved storm water detention volume: _____ cubic feet, which is greater than or equal to the permitted storm water detention volume. Permitted storm water detention volume is _____ cubic feet.

____ The orifice plate/weir is sized and installed correctly. Provide the orifice plate/weir: measured size _____ inches; the required size from the permitted plans is _____ inches.

____ The orifice plate is securely attached.

____ Headwalls are properly constructed. Adjacent surfaces are stable.

____ Embankment and/or excavated slopes 3:1 or flatter (maximum slope) appear to be covered by a stable stand of solid sod so as to prevent erosion. Flat slopes (flatter than 3:1) appear to be covered by a stable stand of grass to prevent erosion.

____ Drainage structures and storm drain lines are free of sediment and debris.

____ Junction box/manhole/inlet elevations and outfall elevations were checked and are in accordance with the permitted plans or are noted on the as-built drawings (attached).

____ Manhole and utility rings are properly installed.

____ The required size and quantity of riprap was provided at the outfall.

____ Filter blanket was provided and properly installed under the riprap.

____ Permitted work in the right-of-way (driveways, sidewalk, handicapped ramps, solid sod, vegetation, etc.) was constructed in accordance with the permitted plans.

____ Existing sidewalk and driveways and/or sidewalk and driveways constructed in the right-of-way are in a condition free of hazards to pedestrians or vehicles.

____ Low impact development design is constructed in accordance with the permitted plans.

