

# Fort Leonard Wood

## LAND DISTURBANCE PERMIT PROCESS

1. Upon approval of a funded project and DPW work order approval, project is reviewed by the Environmental Division for comprehensive consideration of potential environmental impacts
2. Following the DPW work order approval, and while the Environmental consideration is in progress, the land disturbance permit may be applied for
3. The following documentation is required to initiate the process:
  - a. If greater than 5 Acres: Form E & G
  - b. If less than 5 Acres, but above 1 Acre: Form O
  - c. Form H, Request for Termination, will be used to close out the permit once the Missouri Department of Natural Resources (Missouri's regulatory authority under the EPA) inspects and approves termination.

In order for these forms to be processed quickly, it is imperative that the information provided by the contractor be timely, accurate, and complete.

- d. Stormwater Pollution Prevention Plan
- e. A USGS One inch = 2,000' scale (Also referenced as a 1:24,000 Scale or 7.5 Minute Quadrangle) Topography map. This is a hard requirement by the Missouri Department of Natural Resources (MDNR); this scale is required to accurately determine the scope of the potential impact of your project
- f. Review Fort Leonard Wood's Stormwater Pollution Prevention Plan; this document guides all FLW activity, regardless whether the activity is permitted or not
- g. Review Fort Leonard Wood's General Stormwater Operating Permit; all construction activity has the potential to adversely impact FLW under the requirements of this permit

4. Once all of this documentation is provided with signatures, the permit application with cover letter is then routed through DPW up to the Director, whose signature must be on the cover letter; **MDNR will not accept any land disturbance permit application without his signature.**

5. Once the permit application is signed by the Director, the cover letter, permit Forms, and USGS topography map will be mailed to the Missouri Department of Natural Resources, Rolla Satellite Office. *Please note that although unlikely, the MDNR has up to 180 days to review the permit. More often, the turnaround is several weeks to a month. We maintain a good working relationship with the local office and they accommodate us with a rapid turnaround. Consequently, please do not request that we 'Rush' their office to approve the permit.*

6. Once their office approves the permit, it will be mailed directly to the Environmental Branch Land Disturbance Program Manager.

7. Prior to any land disturbance activity, the Land Disturbance Program Manager requires a Pre-Construction permit review to cover the stipulations of the permit. This ensures no misunderstandings or confusion regarding the continuing authority's obligations under the permit.

8. Periodic environmental compliance inspections will be conducted by the DPW Environmental staff or contractor to ensure independent, governmental oversight is being carried out on behalf of the Garrison Commander

9. All permittees will be required to complete a Self-Certification form on a monthly basis to verify compliance with the stipulations of their permit. This form will be made available and an explanation of the procedure made at the Pre-Construction permit review.

10. Once the contractor feels the site is ready for termination, the government inspector over the project will formally submit a Form H (Request for Termination) to DPW Environmental staff. (NOTE: Under the permit definition, this means the site is 'finally stabilized', interpreted by MDNR as the site has gravel, paving materials, or vegetation. The extent of the area of

the site covered in permanent vegetation must achieve a 70% density over 100% of the permitted site). In addition, please note that MDNR will not approve a request for termination without an accompanying cover letter and signature from the Director of Public Works at Fort Leonard Wood.