NEW RESIDENCE PERMIT: **INITIATE AT PUBLIC WORKS**

- New Residential Permit Packet
  - Fill in ALL fields on Building & Public Works Permit Applications
  - Include the Pin # for the parcel which the residence is being placed on.
  - The permit fee is based off of sq. footage (.38/finished sq. footage & .30 unfinished sq. footage) Finished space is typically livable space including finished space in basement. Unfinished basement space, garage, porches and decks as unfinished sq. footage.
- Subcontractors are required to have a Valley Center & MABCD business license, but not required to purchase a separate permit (Trade permits ARE included in residential building permits, but not Commercial, Industrial, Triplex family permits)
- Permit must have approval form Public Works before issuing

MABCD stands for Metropolitan Area Building and Construction Department.
(Joint Wichita/Sedgwick County Department)

Valley Center, Kansas
New Residential Equity and Connection Fees
Effective January 1, 2020

Permit	Address:	Builder:	
INCODE	Type of Fees	Rate	Charge
BP055	Building permit: *Unfinished basement, garage, porch	_____Finished sq. ft. x .38 =** _____Unfinished* sq. ft. x .30 =**	Total=
BP035	Water Equity Fee†	¾"= $719.00 1"= $809.04 (larger will be calculated by city)	
BP030	Meter Set only Fee ⧖	¾"= $400.00 1"= $500.00 (larger will be calculated by city)	
	Meter Set w/Can Fee ⧖	¾"= $1,500.00 1"= $1,700.00 (larger will be calculated by city)	
BP050	Sewer Equity Fee†	1" or less= $1,166.52	
BP045	Sewer Insp. & Connection Fee	$100.00 per connection	
ROW10	Right of Way	$50.00	
Total			
⧖ † Per ordinances 1201-10 & 1202-10, these equity rates will increase 3% each year. Per resolution No. 672-18			

Note: Payment can be made by check or credit card.

Contractor's Rate	$15.00

Note: Separate payment (check, credit card, or cash) must be made for Water Service

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Checklist for forms and administrative review		
X	**Form or Required Information**	**Checked by**
	Building Permit	Planning
	Subcontractor's list	Planning
	Use of Right of Way Permit	Public Works
	Sewer/Septic Permit	Public Works
	Water/Well Permit	Public Works
	Storm water Permit/Builder Inspection & Maintenance form	Public Works
	Site Plan with BMPs (PW may locate water can/laterals)	Planning
	Information Forms /Instructions/With signatures	*Informational*
	Check for Floodplain and easements	Planning
	New Construction Utility Account (water service)	Clerk's Office
	Permit Card (Provided at time of Payment)	Planning
	Certificate of Occupancy obtained after **all** inspections passed	Planning

BUILDING PERMIT APPLICATION
City of Valley Center

545 W Clay, PO Box 188, Valley Center, Kansas 67147
(316) 755-7310 FAX: (316) 755-7324 Email: commdevasst@valleycenterks.org Website: http://www.valleycenterks.org

Date:_____ Permit No: _____ Permit Fee: _____PIN No._____

Address of Building or Project:_____

Legal Description: Lot(s)____Block(s)____Subdivision_____Zoned _____
Setbacks: Front _____Sides_____ Rear_____

❑ Residential ❑ Commercial/Industrial Is this property used as a rental? _____
❑ 1-family ❑ 2-family ❑ Agriculture Building ❑ Detached Garage ❑ Shed

Floodplain?_____ Flood Elevation _____ Lowest Floor Elev. _____ Finished Floor Elev. _____

DESCRIPTION OF IMPROVEMENT: Check One

☐ New Building ☐ Addition ☐ Interior Remodel ☐ Roofing ☐ Siding/Windows
☐ Swimming Pool ☐ Decks ☐ Other (For Fences & Carports ONLY fill out a Zoning permit)
No. of Buildings:_____ No. of Units_____

Required for Roofing Permit: Sq. Ft. of Entire Building Footprint:_____
Required For All Projects: Valuation $_____
Required For All Building Projects: Site plan that demonstrates where BMPs will be in place.

Valuation represents the estimated cost of the project (labor and materials) or the total contract amount of project paid by owner/insurance company. Gutters not counted in roofing jobs . City reserves the right to verify contract amount with owner.

IDENTIFICATION: *Work is being done for…*

OWNER_____
ADDRESS_____
_____
PHONE/CELL:_____
EMAIL:_____

CONTRACTOR_____
LICENSE #_____
RESPONSIBLE PARTY:_____
PHONE/CELL:_____
EMAIL:_____

DIMENSIONS		Fin. Upstairs (sq.ft.)		STAIRWAYS		PARKING SPACES		# Escalators	
Frontage (ft.)		Fin. Basement (sq.ft.)		Basements-1st		Enclosed		# Elevators	
Depth (ft.)		Unfin. Basemt.(sq.ft.)		1st to 2nd		Unenclosed		# Bedrooms	
No. Stories		Att. Garage (sq.ft.)		2nd to Roof				# Bathrooms	
Height		Access Bldg. (sq.ft.)						# Other rooms	
Basement		Deck/Porch (sq.ft.)		Demolition(sq.ft)				# Fire Place	

BUILDING CHARACTERISTICS
Foundation Wall _____

SIZE OF JOISTS (ft)
1st Floor_____
2nd Floor_____
Ceiling_____

STRUCTURE
Frame _____
Roof _____
Floor _____

COVERING
Roof _____
Exterior Walls _____
Interior Walls _____

WATER/SEWER
Water Supply _____
# of hot/cold lines _____
Sewage Disposal _____

FURNACE/FLUE
Furnace Location _____
Brick Flues No._____ Size _____
Patented Pipe Flues No. _____ Size _____

MISCELLANEOUS
Sidewalks required ____ Historical____

FUEL
☐ Natural Gas ☐ Propane ☐ Electric ☐ Other

PUBLIC WORKS; FOLLOWING PERMITS MAY APPLY:
☐ Water ☐ Storm water discharge control ☐ Sewer ☐ Use of Right of Way

OTHER PERMITS REQUIRED: List sub-contractors names and license numbers on separate form
SEPARATE PERMITS REQUIRED FOR COMMERCIAL PROJECTS:
☐ Electrical ☐ Mechanical ☐ Plumbing/Boiler ☐ Other

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and resolutions governing this type of work will be complied with whether specified herein or not. The granting of a permit does most presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction. *(Once issued, this permit will become void unless work begins within 180 days.)*

Signature of Applicant:_____ Date _____
Application approved by:_____ Date _____

Subcontractor List

All General Contractors and Subcontractors must have a Sedgwick County and Valley Center Business License

Please complete the form below for building permits that will include additional subcontractors

Project Address:_____

General Contractor:_____

ELECTRICAL Contractor (company name **NOT** individual's name):_____

City of Valley Center Business license number:_____

E-mail Address:_____Fax Number: _____Phone Number: _____

Mailing Address: _____
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

MECHANICAL Contractor (company name **NOT** individual's name):_____

City of Valley Center Business license number:_____

E-mail Address:_____Fax Number: _____Phone Number: _____

Mailing Address: _____
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

PLUMBING Contractor (company name **NOT** individual's name):_____

City of Valley Center Business license number:_____

E-mail Address:_____Fax Number: _____Phone Number: _____

Mailing Address: _____
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

NOTE: if the concrete or fireplace work will be completed by a contractor who is not listed above, please list the below.

FIREPLACE Contractor (company name **NOT** individual's name):_____

City of Valley Center Business license number_____

E-mail Address:_____Fax Number: _____Phone Number: _____

Mailing Address: _____
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

FOUNDATION/CONCRETE Contractor (company name **NOT** individual's name):_____

City of Valley Center Business license number_____

E-mail Address:_____Fax Number: _____Phone Number: _____

Mailing Address: _____
STREET ADDRESS OR PO BOX CITY STATE ZIP CODE

Use of Right **of W**ay PERMIT

Application

This permit is required for any work being done in the streets, road right-of-way or utility easement in the Valley Center.

PERMIT # _____

TASK # _____

2014-11-05

Date of Application _____ Permit Address _____

Property Owner _____ Date for work to begin _____

Company _____ Company Valley Center Business Lic # _____

Company Address _____ Company email _____

Contact Name _____ Contact Phone# _____

Contractor doing work (if different than above)

Contractor Phone # _____ Contractor Valley Center Business Lic # _____

ACCESS TO PRIVATE PROPERTY

☐ **Pavement Approach ($50)**

☐ Curb & Gutter Cut: requires removal of 6" high back curb. Cut shall be 6" up from flowline.

☐ Roll Curb: Must match to existing curb; No cut

☐ **Culvert Approach:** Culvert is supplied by owner. ($50)
VCPW must shoot grade prior to work.

Material: _____

Diameter _____ Length _____

NON-ACCESS

TYPE OF WORK ($50) _____

Location of work

☐ Paved street ☐ Alley

☐ Public right-of-way ☐ Utility Easement

Number of cuts (or attach map)_____

Date of repair _____

Comments

Will you be cutting in the street, alley, right-of-way or utility easement to get to the city main?
Cutting in these areas requires prior approval by VCPW. Final work must be reviewed by VCPW. ☐ Yes ☐ No

Standards & Regulations

Work identified on this application must be compliant with the City of Valley Center's Standards

1. All holes shall be properly barricaded. Holes MUST NOT be left overnight without prior authorization from VCPW.
2. If a temporary patch is used, it must be replaced with a permanent patch within 30 days.
3. Sand shall be used for backfill to cover pipe. Fill must be free of debris.
4. Pavement backfill and surface shall be comparable material.
5. Non-pavement shall be filled and compacted with comparable material.

An on-site review is required by VCPW, prior to covering the condition of repairs.
Notify VCPW for review 316-755-7320. Review hours are 8:30 am - 4:30 pm

Permit Applications must be submitted to Valley Center Public Works (VCPW), 545 W Clay, Valley Center, KS 67147. All permit applications will be reviewed by VCPW and then forwarded by VCPW to the Valley Center Community Development Department. The Community Development Department will identify the appropriate fees associated with this permit and contact you when your permit is ready to be issued and paid for. This application will serve as your PERMIT upon approval and payment. Work identified on this application must be compliant with the City of Valley Center's Standards (which can be found at found at www.valleycenterks.org). Applicants/contractors shall notify VCPW for review of compliance with the City Standards by calling 316-755-7320.

I certify this work will be done according to the City Standards and meet all applicable codes. _____
Signature: Contractor/Business/Owner

Completed by Public Works

Date Approved _____ Application Approved by _____

Additional Fees $ _____

Completed by Community Development

Fee $ _____ Date Paid _____ Received by _____

Completed by Public Works

Date Reviewed _____ Reviewed by _____

VCPW Review Comments:

Community Development:121 S. Meridian, PO Box 188, Valley Center, KS 67147 316-755-7310, fax 316-755-7319
VCPW (Public Works): 545 W Clay, PO Box 188, Valley Center, KS 67147 316-755-7320, fax 316-755-7324 www.valleycenterks.org

City of Valley Center

Public Road Right of Way General Guidelines

1. General submittal requirements

Provide one set of comprehensive plans and/or sketches, 8 ½"x11" or larger of the proposed work. A description of the work, including any relevant sizing, type, and method of installation for the work shall be provided along with the location of the proposed work with respect to traveled roadways and right of way lines. Sketches/plans shall also include the location of existing utilities, and location of the work with respect to City owned utilities. All proposed work within City right of way shall coordinated with the Department of Public Works for the City of Valley Center, with at least 24 hour notice before work commences and within 5 days of when the work is completed.

2. Work Requirements

Traffic flows shall be free from interference unless specifically authorized by the City. Traffic protection shall be in accordance with the "Manual on Uniform Traffic Control Devices".

Any sod, shrubs or trees damaged or destroyed by the work shall be replaced as directed by the City. All ditches, slopes, embankments, and fills within right of way shall be restored to their original condition. All work materials and work construction methods shall meet the requirements of the City of Valley Center Standards and requirements. Also, the Contractor will be required to meet all requirements for storm water discharge from the work area, including best management practices and obtaining the notice of intent permit (as required).

3. Public Improvements

The City may have public improvements, which may include, but not limited to, water main, sanitary sewer, storm sewer, drainage, grading, paving, signalization, public enhancements or other public improvements that will affect any potential work that is performed by others within existing right of way. The City may require alteration or relocation of the work if the work is in conflict with these public improvements. If alteration or relocation is required, the work shall be altered or relocated at the direction of the City Superintendent within a reasonable time after written notice from the City Public Works Director and without cost or expense to the City.

4**. Permitting Fees**

Permit fees for use of right of way shall be $50.00.

6 .Water Meter, **Cans and Can lids (water service)**

Cans and lids have been staked and spayed blue. These cans and lids must not be hit or driven over by any type of vehicle during construction or service to a property. If damaged, the party issued a permit will be required to pay for the cost of parts that may include the can lid, can, or broken water lateral and the manpower to repair the damage per city code 12.12.060.

Acknowledgement: I acknowledge that I have read this information.

SIGNATURE _____ **DATE** _____

SEWER PERMIT

Application

This permit is required for connecting new or repairs
to existing building sewer that connects to Valley Center sewer mains.

PERMIT # _____

TASK # _____

2014-11-06

Date of Application _____ Permit Address _____

Property Owner _____ Date for work to begin _____

Company _____ Company Valley Center Business Lic # _____

Company Address _____ Company email _____

Contact Name _____ Contact Phone# _____

Contractor doing work (if different than above) _____

Contractor Phone # _____ Contractor Valley Center Business Lic # _____

	NEW CONSTRUCTION BUILDING SEWER		EXISTING BUILDING SEWER
	New building sewer from building to City sewer main ($100)		Install cleanout ($50)
	Go to existing wye location (supplied by VCPW below) ($100)		Spot repair of crushed line. ($50)
	Install NEW TAP. * Requires prior approval by VCPW ($100)		Replacement of line - NO TAP ($50)
Wye location: supplied by VCPW			Replacement of line - NEW TAP ($100) * Requires prior approval by VCPW
			Cap sewer line (due to abandonment) ($50)

Will you be cutting in the street, alley, right-a-way or utility easement to get to the city main? ☐ Yes ☐ No

Cutting in these areas requires prior approval by VCPW. Final work must be reviewed by VCPW.

Standards & Regulations

Work identified on this application must be compliant with the City of Valley Center's Standards

1. All holes shall be properly barricaded. Holes MUST NOT be left overnight without prior authorization from VCPW.
2. If a temporary patch is used, it must be replaced with a permanent patch within 30 days.
3. Sand shall be used for backfill to cover pipe. Fill must be free of debris.
4. Pavement backfill and surface shall be comparable material.
5. Non-pavement shall be filled and compacted with comparable material.

An on-site review is required by VCPW, prior to covering the condition of repairs.
Notify VCPW for review 316-755-7320. Review hours are 8:30 am - 4:30 pm

Permit Applications must be submitted to Valley Center Public Works (VCPW), 545 W Clay, Valley Center, KS 67147. All permit applications will be reviewed by VCPW and then forwarded by VCPW to the Valley Center Community Development Department. The Community Development Department will identify the appropriate fees associated with this permit and contact you when your permit is ready to be issued and paid for. This application will serve as your PERMIT upon approval and payment. Work identified on this application must be compliant with the City of Valley Center's Standards (which can be found at found at www.valleycenterks.org). Applicants/contractors shall notify VCPW for review of compliance with the City Standards by calling 316-755-7320.

I certify this work will be done according to the City Standards and meet all applicable codes. _____

Signature: Contractor/Business/Owner

Completed by Public Works

Date Approved _____ Application Approved by _____

Additional Fees $ _____

Completed by Community Development

Fee $ _____ Date Paid _____ Received by _____

Completed by Public Works

Date Reviewed _____ Reviewed by _____

VCPW Review Comments:

Community Development:121 S. Meridian, PO Box 188, Valley Center, KS 67147 316-755-7310, fax 316-755-7319
VCPW (Public Works): 545 W Clay, PO Box 188, Valley Center, KS 67147 316-755-7320, fax 316-755-7324 www.valleycenterks.org

STORMWATER PERMIT

Application

The purpose for this permit would be for Best Management Practice (BMP) for control of runoff from a lot during construction.

PERMIT # _____

TASK # _____

2014-11-06

Date of Application _____ Permit Address _____

Property Owner _____ Date for work to begin _____

Company _____ Company Valley Center Business Lic # _____

Company Address _____ Company email _____

Contact Name _____ Contact Phone# _____

Contractor doing work (if different than above)

Contractor Phone # _____ Contractor Valley Center Business Lic # _____

Check appropriate BMP being used during construction (front, back and sides must have an x or n/a).
You are required by Valley Center to control runoff from this lot during construction.

FRONT Mark one BMP	BACK Mark one BMP	SIDES Mark one BMP	Best Management Control (BMP) approved by VCPW.
			3' wide by 3" wide depression behind curb
			Sod or erosion control mat
			Siding staked 6' centers & buried 4"
			Silk screening
			Other BMP (specify), must be approved by VCPW

DITCH REVIEW NEEDED. Ditch reviews are needed if there is a swale or drainage ditch on property. ☐ Yes ☐ No

TEMPORARY CONSTRUCTION ENTERANCE

Type of material _____

Location on property _____

An on-site review is required by VCPW, prior to requesting Certificate of Completion.
Notify VCPW for review 316-755-7320. Review hours are 8:30 am - 4:30 pm

Permit Applications must be submitted to Valley Center Public Works (VCPW), 545 W Clay, Valley Center, KS 67147. All permit applications will be reviewed by VCPW and then forwarded by VCPW to the Valley Center Community Development Department. The Community Development Department will identify the appropriate fees associated with this permit and contact you when your permit is ready to be issued and paid for. This application will serve as your PERMIT upon approval and payment. Work identified on this application must be compliant with the City of Valley Center's Standards (which can be found at found at www.valleycenterks.org). Applicants/contractors shall notify VCPW for review of compliance with the City Standards by calling 316-755-7320.

I certify this work will be done according to the City Standards and meet all applicable codes. _____
Signature: Contractor/Business/Owner

Completed by Public Works
Date Approved _____ Application Approved by _____

Additional Fees $ _____

Completed by Community Development
Fee $ _____ Date Paid _____ Received by _____

Completed by Public Works
Date Reviewed _____ Reviewed by _____

VCPW Review Comments:

Community Development:121 S. Meridian, PO Box 188, Valley Center, KS 67147 316-755-7310, fax 316-755-7319
VCPW (Public Works): 545 W Clay, PO Box 188, Valley Center, KS 67147 316-755-7320, fax 316-755-7324 www.valleycenterks.org

STORMWATER CERTIFICATION STATEMENT

PERMIT # _____

2014-11-07

Certification date	**Site address** (or identifying description)

The developer builder is responsible to ensure that all contractors, sub-contractors, and material suppliers comply with all erosion control requirements at the site. The developer/builder is required to have all contractors, sub-contractors, and material suppliers sign this certification statement before beginning work on the site. This certification shall be posted on the building site.

> "I certify under penalty of law that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with construction activity from the construction site identified as part of this certification and with the storm water pollution prevention ordinance of the city, and I agree to implement and follow the provision of the storm water Pollution Prevention Plan (SWP3) for the construction site."

Contracting firm _____ Contracting firm phone number _____

Contracting firm address, city, zip _____

Contract name _____ Contract title _____

Signature _____ Date _____

Contracting firm _____ Contracting firm phone number _____

Contracting firm address, city, zip _____

Contract name _____ Contract title _____

Signature _____ Date _____

Contracting firm _____ Contracting firm phone number _____

Contracting firm address, city, zip _____

Contract name _____ Contract title _____

Signature _____ Date _____

Contracting firm _____ Contracting firm phone number _____

Contracting firm address, city, zip _____

Contract name _____ Contract title _____

Signature _____ Date _____

CITY OF VALLEY CENTER

EROSION CONTROL INSTRUCTIONS FOR BUILDING SITES

Failure to comply with these instructions will subject the builder to the Criminal and Administrative penalties prescribed in Section 12.65 of the City Code.

1. For the purpose of these instructions, the builder is defined as the individual or company that holds the building permit for the structure being built.

2. Prior to the beginning of construction, the builder must determine the erosion control requirements for the site, following any state and city regulations, and submit a Stormwater Pollution Prevention Plan (SWP3) to the City. If the site is located in a new subdivision for which the developer has prepared a Stormwater Pollution Prevention Plan, the builder must comply with the developers SWP3 as well as these instructions.

3. The builder is responsible to ensure that all contractors, sub-contractors, and material suppliers comply with all erosion control requirements at the site. The builder is required to have all contractors, sub-contractors, and material suppliers sign a copy of the certification statement before beginning work on the site. The certification must also including their name and title; name, address, phone number of the contracting firm; the address (or identifying description) of the site, and date the certification is made. A copy of the certification is provided with this form. This certification shall be posted on the building site.

4. If the building site is located in a new subdivision, the city street contractor may have installed a back of curb erosion control device (i.e. sod or erosion control mat) at the completion of his work. This is an acceptable back of curb device and no other device may be required at this location so long as the device is protected and properly maintained. At locations where concentrated flow results in sediments overtopping the mat or sod and getting into the street, a supplemental erosion control device must be installed behind the sod or mat.

5. If the building site does not have any back of curb erosion control device in place prior to construction, or a device that was in place may have been destroyed. The builder will be required to install a back of curb protective device. This device may be silt fences, or another suitable barrier that will keep sediment out of the street, (Refer to City Standards and Permit Application). The excavation of a trench is not an acceptable device.

6. Plywood will not be allowed as a back of curb BMP. Siding staked on 6-foot centers and buried 4 inches deep can be used if maintained. For other approved BMP's please reference to the Permit Application or the Valley Center Design and Construction Standards, adopted May 2016 and any updates thereafter.

7. If the builder, their sub-contractors, or suppliers pull onto a building site during wet conditions, the builder must provide a stabilized construction entrance to access the site. The stabilized construction entrance shall be provided in accordance with the Valley Center Design and Construction Standards adopted the May 2016 and any updates thereafter.

8. If the back lot drainage is to be by a rear yard swale, the builder shall install a ditch check erosion control device at the downstream property line.

9. If the construction site is immediately adjacent to a stream, lake, or pond, the builder will be required to install a silt barrier between the site and the drainage feature, unless the developer has already installed such devices.

10. The builder shall inform all those working on the site that it is unlawful to remove or destroy an erosion control device. Should it be absolutely necessary to remove a device for access purposes, the device will be properly replaced before the end of each workday.

11. The builder will inspect all erosion control devices at least once each week and after each rainfall of ½-inches or more (as recorded at the Valley Center Wastewater Treatment Plant – this record can be accessed by emailing vcpw@valleycenterks.org or calling (316)-755-7320) and will repair any damaged devices. Any sediment collected behind the device will be cleaned out before 60% of its capacity is used.

12. To be effective, erosion control devices must be properly installed. These devices need to be dug into the ground and properly staked into position.

13. Any mud that may inadvertently be tracked from the building site onto an adjacent street must be cleaned up at the end of each days work.

14. Concrete trucks are to wash out only in designated areas, such as pits provided by the builder. If the developer has not provided such facilities, the builder should provide a washout pit close to the building site. Concrete trucks will not be permitted to wash out on public or common property. (i.e. City right-of-way or platted reserves)

15. The builder will provide sufficient trash disposal facilities for the work being done. Dumpster lids, if available, shall be kept closed to minimize blowing trash in the area. Dumpsters that do have lids shall be contained either by a tarp, fence or by the level of trash being a foot below the dumpster wall.

16. **Before the City will sign the certificate of occupancy** BMP's will be in place to control erosion during the transition to an owner of the property. At such time said owner becomes responsible for maintaining all BMP's in place. At such time builder shall provide type of erosion control and name and telephone number of said individual to the City.

17. Failure to comply with these instructions will subject the builder to the Criminal and Administrative penalties prescribed in Section 12.65 of the City Code.

"I certify under penalty of law that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with construction activity from the construction site identified as part of this certification and with the storm water pollution prevention ordinance of the city, and I agree to implement and follow the provision of the stormwater Pollution Prevention Plan (SWP3) for the construction site."

Site Address: _____

Contractor: _____

Signature _____ Date _____

12.65.090 - Stormwater discharges from construction activities.

A. General requirements (all sites):

1. The owners of construction sites shall ensure that best management practices are used to control and reduce the discharge of pollutants into the MS4 and waters of the United States to the maximum extent possible under the circumstances.

2. Qualified personnel (provided by the owner of the construction site) shall inspect disturbed areas that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, and locations where vehicles enter or exit the site, at least once every seven calendar days and within twenty-four (24) hours of the end of a storm that produces one-half inch or more of precipitation. All erosion and sediment control measures and other identified best management practices shall be observed in order to ensure that they are operating correctly and are effective in preventing significant impacts to receiving waters and the MS4. Based on the results of the inspection, the best management practices shall be revised as appropriate as soon as practicable. These inspections, along with a description of revisions, will be documented in writing and available for inspection by the environmental compliance officer upon request.

3. Should it be found that soil or pollutants have already or may be carried into the MS4 or waters of the United States, immediate measures will be taken by the owner to remedy the violation and/or remove the pollutant(s). If the owner fails to remove said pollutants within the time period prescribed in the notice of violation from the city, the city may remove the pollutants and assess the cost thereof to the responsible owner. Failure by the owner to pay said costs will be grounds for the denial of further approvals or the withholding of occupancy certificates.

4. When determined to be necessary for the effective implementation of this section, the environmental compliance officer may require any plans and specifications that are prepared for the construction of site improvements to illustrate and describe the best management practices required by subsection (A)(1) of this section that will be implemented at the construction site. Should the proper BMP's not be installed or if the BMP's are ineffective, upon reasonable notice to the owner, the city may deny approval of any building permit, grading permit, subdivision plat, site development plan, or any other city approval necessary to commence or continue construction, or to assume occupancy.

5. The owner of a site of construction activity is responsible for compliance with the requirements in this subsection. In the case of new subdivisions, builders on individual lots can operate under the developers NPDES permit, if the developer's SWP3 deals with individual lots and the contractor's certification has been assigned.

6. Any contractor on a construction site will also be required to use best management practices so as to minimize pollutants that enter into the MS4.

7. All persons shall avoid damaging BMP devices once in place. Any person damaging a BMP device shall be responsible for the repair of the damaged BMP device. Malicious destruction of a BMP device or failure of such responsible person to repair BMP device will be deemed a violation of this chapter.

B. Sites Requiring Federal and/or State NPDES Stormwater Discharge Permits. All owners of and contractors on-sites of construction activity, that require a federal or state NPDES stormwater discharge permit, or that are part of a common plan of development or sale requiring said permit(s), shall comply with the following requirements (in addition to those in subsection A of this section):

1. Any owner who intends to obtain coverage for stormwater discharges from a construction site under the Kansas General Permit for Stormwater Discharges from Construction Sites ("the construction general permit") shall submit a signed copy of its notice of intent (NOI) to the environmental compliance officer when a building permit application is made. If the construction activity is already underway upon the effective date of this chapter, the NOI shall be submitted

within thirty (30) days. When ownership of the construction site changes, a revised NOI shall be submitted within fifteen (15) days of the change in ownership.

2. A stormwater pollution prevention plan (SWP3) shall be prepared and implemented in accordance with the requirements of the construction general permit or any individual or group NPDES permit issued for stormwater discharges from the construction site, and with any additional requirement imposed by or under this chapter and any other city chapter.

3. The SWP3 shall be prepared by a qualified person and shall comply with State NPDES requirements. The signature of the preparer shall constitute his/her attestation that the SWP3 fully complies with the requirements of the permit issued.

4. The SWP3 shall be completed prior to the submittal of the NOI to the environmental compliance officer and for new construction, prior to the commencement of construction activities. The SWP3 shall be updated and modified as appropriate and as required by the NPDES permit.

5. The environmental compliance officer may require any owner who is required by subsection (B)(2) of this section to prepare a SWP3, to submit the SWP3, and any modifications thereto to the environmental compliance officer for review at any time.

6. Upon the environmental compliance officer's review of the SWP3 and any site inspection that he/she may conduct, if the SWP3 is not being fully implemented, the environmental compliance officer or his/her representative may upon reasonable notice to the owner, deny approval of any building permit, grading permit, site development plan, final occupancy certificate, or any other city approval necessary to commence or continue construction. A stop work order may also be issued.

7. All contractors working on a site subject to an NPDES permit shall sign a copy of the following certification statement before beginning work on the site: "I certify under penalty of law that I understand the terms and conditions of the national pollutant discharge elimination system (NPDES) permit that authorizes the stormwater discharges associated with construction activity from the construction site identified as part of this certification and with the stormwater pollution prevention ordinance of the city, and I agree to implement and follow the provisions of the stormwater pollution prevention plan (SWP3) for the construction site." The certification must include the name and title of the person providing the signature; the name, address, and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification is made. All contractors will be responsible for their own activities to ensure that they comply with the owners' SWP3. Failure to comply with the SWP3 or malicious destruction of BMP devices is deemed to be a violation of this chapter.

8. The SWP3 and the certifications of contractors required by subsection (B)(7) of this section, and with any modifications attached, shall be retained at the construction site from the date of construction commencement through the date of final stabilization.

9. The environmental compliance officer may notify the owner at any time that the SWP3 does not meet the requirements of the NPDES permit issued or any additional requirements imposed by or under this chapter. Such notification shall identify those provisions of the permit or this chapter which are not being met by the SWP3, and identify which provisions of the SWP3 require modification in order to meet such requirements. Within ten (10) days of such notification from the environmental compliance officer, the owner shall make the required changes to the SWP3 and shall submit to the environmental compliance officer a written certification from the owner that the requested changes have been made.

10. The owner shall amend the SWP3 whenever there is a change in design, construction, operation, or maintenance, which has a significant effect on the potential for the discharge of pollutants to the MS4 or to the waters of the United States, and which has not otherwise been addressed in the SWP3, or if the SWP3 proves to be ineffective in eliminating or significantly minimizing pollutants, or in otherwise achieving the general objective of controlling pollutants in stormwater discharges.

11. Qualified personnel (provided by the owner of the construction site) shall inspect disturbed areas that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, and locations where vehicles enter or exit the site, at least once every seven calendar days and within twenty-four (24) hours of the end of the storm that produces one-half inch or greater of precipitation. Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of, or the potential for, pollutants entering the drainage system. Erosion and sediment control measures identified in the SWP3 shall be observed to endure that they are operating correctly. Where discharge locations or points are accessible, they shall be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters or the MS4. Locations where vehicles enter or exit the site shall be inspected for evidence of off-site sediment tracking.
12. Based on the results of the inspections required by subsection (B)(11) of this section, the pollution prevention measures identified in the SWP3 shall be revised as appropriate. Such modifications shall provide for timely implementation of any changes to the SWP3 within ten (10) calendar days following the inspection.
13. A report summarizing the scope of any inspection required by subsection (B)(11) of this section, and the name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the SWP3, and actions taken in accordance with subsection (B)(12) of this section shall be made and retained on-site as part of the SWP3. Such report shall identify any incidence of noncompliance. Where a report does not identify any incidence of noncompliance, the report shall contain a certification that the facility is in compliance with the SWP3, the facility's NPDES permit, and this chapter. The report shall be certified and signed by the person responsible for making it.
14. The owner shall retain copies of any SWP3 and all reports required by this chapter or by the NPDES permit for the site, and records of all data used to complete the NOI for a period of at least three years from the date that the site is finally stabilized.
15. Upon final stabilization of the construction site, the owner shall submit written certification to the environmental compliance officer that the site has been finally stabilized. The city may withhold the final occupancy or use permit for any premises constructed on the site until such certification of final stabilization has been filed and the environmental compliance officer has determined, following any appropriate inspection, that final stabilization has occurred and that any required permanent structural controls have been completed.

(Ord. 1129 § 1 (part), 2006.)

I have read and understand the above statements.

$0.00

_____ _____

Signature Date

WATER PERMIT

Application

The purpose for this permit would be for connecting to city water mains, moving a service, or disconnection from water service.

PERMIT # _____

TASK # _____

2014-11-04

Date of Application _____ Permit Address _____

Property Owner _____ Date for work to begin _____

Company _____ **Company Valley Center Business Lic #** _____

Company Address _____ **Company email** _____

Contact Name _____ **Contact Phone #** _____

Contractor doing work (if different than above) _____

Contractor Phone # _____ **Contractor Valley Center Business Lic #** _____

☐ **Connection to water meter setter** ☐ New service (fee applies) ☐ Repair of service (no fee)

Total # of fixtures _____ Meter can on lot: ☐ Yes ☐ No Meter size (determined by VCPW) _____

☐ **Connection from private well to City water** (fees apply)

Meter size (determined by VCPW) _____ The city must review that the well is disconnected prior to the connection to city water being completed. To schedule a review call VCPW at 755-7320.

☐ **Request to change location of meter can** (fee $500 or $900)

Meter cans can not be located in driveway approaches or sidewalks. The VCPW will determine where to relocate the meter can. The fee to relocate meter 3 feet or less and no tap is $500. The fee to relocate more than 3 feet and/or a new tap is $900. Additional fees for boring and supplies may be applicable.

☐ **Disconnect City water service** MUST be approved by Public Works Director or City Administrator. Meter will be pulled and service locked.

Comments for requests above:

VCPW Comments:

An on-site review is required by VCPW, prior to covering the condition of repairs.
Notify VCPW for review 316-755-7320. Review hours are 8:30 am - 4:30 pm

Permit Applications must be submitted to Valley Center Public Works (VCPW), 545 W Clay, Valley Center, KS 67147. All permit applications will be reviewed by VCPW and then forwarded by VCPW to the Valley Center Community Development Department. The Community Development Department will identify the appropriate fees associated with this permit and contact you when your permit is ready to be issued and paid for. This application will serve as your PERMIT upon approval and payment. Work identified on this application must be compliant with the City of Valley Center's Standards (which can be found at found at www.valleycenterks.org). Applicants/contractors shall notify VCPW for review of compliance with the City Standards by calling 316-755-7320.

I certify this work will be done according to the City Standards and meet all applicable codes. _____

Signature: Contractor/Business/Owner

Completed by Public Works

Date Approved _____ Application Approved by _____

Additional Fees $ _____

Completed by Community Development

Fee $ _____ Date Paid _____ Received by _____

Completed by Public Works

Date Reviewed _____ Reviewed by _____

VCPW Review Comments:

Community Development:121 S. Meridian, PO Box 188, Valley Center, KS 67147 316-755-7310, fax 316-755-7319
VCPW (Public Works): 545 W Clay, PO Box 188, Valley Center, KS 67147 316-755-7320, fax 316-755-7324 www.valleycenterks.org

Water Connection / Water Accounts for New Construction

Policy- Effective April 9, 2014

Effective immediately for new construction of both residential and commercial properties, a builder will be required to activate a New Construction Water Account for new service when the building permit is pulled from the Community Development Department. This will require a driver's license or Social Security number, and the account will remain in the builder's name until the Certificate of Completion is issued by the City of Valley Center.

Once the account is set up with the Water Billing Department (located in Valley Center City Hall), a water meter will be set and water will be available to use when necessary during the construction of the property.

A New Construction Water Account will have a non-refundable service fee of $15 to start service, and will remain "inactive" in terms of monthly billing until the Certificate of Completion is issued. Once the Certificate of Completion is issued, the Water Department will read the meter to ascertain usage, and a final bill will be produced that will include a water base charge (dependent on meter size) and overall accumulated water usage during construction. At that time the builder will have the option to close the account and stop water service, or keep the service active but as the standard monthly bill. The monthly bill includes a water base charge, water consumption, and sewer charges based on the City average. Trash is available by request if the property is not occupied.

*****PLEASE NOTE- ISSUES REGARDING PHYSICAL LOCATION OF THE METER ON EACH PROPERTY SHOULD BE DISCUSSED WITH PUBLIC WORKS @ 316-755-7320.**

NEW CONSTRUCTION UTILITY ACCOUNT

CONTRACTOR INFORMATION

(The following information you are providing to the City of Valley Center is considered proprietary and confidential.)

TODAY'S DATE: _____

PROPERTY ADDRESS: _____

ACCOUNT HOLDER'S NAME: _____

DRIVER LICENSE/SOCIAL SECURITY/ FEDERAL ID NUMBER#:_____

BILLING/MAILING ADDRESS: _____

PHONE/CELL PHONE NUMBER#:_____

EMAIL ADDRESS: _____

- Your signature below is authorizing the City of Valley Center to open a new construction utility account in your name, this will include a monthly Stormwater fee.
- You will be billed for Stormwater monthly while the account is in your name. Per City Ordinance every parcel of land is responsible for paying this fee-currently $8.04 monthly.
- One final reading will be done on the meter after construction has been completed.
- At that time, the account will have to either be closed or kept in your name at the standard utility customer rates.
- The final bill will include only water used and a one-time base fee.

SIGNATURE: _____DATE: _____

Construction Utility Account fee: $15

FOR OFFICE USE ONLY:

What Are We Doing Upon Issuance Of Certificate Of Completion? Read Out And Either:

_____Leave in builder's name _____

_____Close temporary account and lock-out the meter

********This form must be completed every ½ inch or greater precipitation and/or every seven calendar days. ********
Bring all Report Forms back to Public Works with the Certificate of Completion

Builder's Inspection & Maintenance Report Form

A record of all inspections needs to be kept for the duration of the project.
These forms must accompany JOB SITE PERMIT CARD.

Location: _____

Contractor: _____

Qualified Examiner: _____

Date of last rainfall: _____ Amount of last rainfall in inches _____
(Contact Public Works for information 316-755-7320)

Contractor or Representative signature_____Title_____ Date_____

Perimeter Controls:	Yes	No
1. Is silt fencing, curlex, or protection along the curb and downhill side of site functioning properly?	○	○
2. Are BMP's as shown on the Master Erosion Control Plan functioning properly?	○	○
3. Do the BMP's need to be repaired and or maintained?	○	○

Structural Controls:	Yes	No
4. Are there any drainage structures on the site?	○	○
5. If Yes, Is the control feature for the structure working correctly?	○	○

General Housekeeping	Yes	No
5. Is the site rid of trash and debris in its proper place?	○	○
6. Are sediments being transported off the site?	○	○
7. Are there any hazardous materials on the site?	○	○
If Yes, Does its storage safe guard against spills that may enter the storm sewer?	○	○
8. Are there any vehicles parked with in the perimeter of the site?	○	○

9. Comments: (note any deficiencies in controls or housekeeping and location)

********************FAILURE TO COMPLY MAY RESULT IN STOP WORK ORDER AND/OR FINE******************************