



**ENGINEERING DIVISION STANDARD OPERATING
PROCEDURE**

**Construction Site Stormwater Runoff- Erosion Control and
Stormwater Plan Review**

SOP Identification No: SOP-Erosion 4.1.1

BMP No: 4.1.1

PURPOSE:

To provide uniform review criteria for construction site stormwater runoff control plans.

CONTACT:

Engineering Department

Telephone No. (816)-331-1852

Community Development

Telephone No. (816)-331-1803

PROCEDURE:

- 1) Construction plans shall be logged in by the Engineering Department's Administrative Assistant and shall include: Two (2) Full sets , Two (2) half sets and One (1) electronic copy.
- 2) Submitted Plans shall be distributed to the Assistant Public Works Director for assignment to a Project Engineering Technician for review.
- 3) The submitted Plans shall be reviewed to determine whether or not they are in compliance with the City of Raymore's Unified Development Code and Kansas City Metro APWA guidelines and stormwater design criteria. This review shall be accomplished by following the checklist "**Grading, Erosion Control and Stormwater Plan Submittal requirements.**"
- 4) Written review comments, that list and explain required revisions for those items that are not in compliance with the City of Raymore's Design Criteria, Guidelines, and Ordinances, shall be sent to the Design Engineer **within 14 days of submission** and that date shall be logged on the tracking sheet
- 5) The Design Engineer shall be instructed to revise the Plans as required, to provide a transmittal letter that identifies how each of the City of Raymore's review comments were addressed, and to resubmit the Construction Plans.
6. Repeat Steps 1 thru 5 for Construction Plan resubmittals until all aspects of the Plan set are in compliance with the City of Raymore's criteria.
7. When all aspects are reviewed and found to be in compliance with the criteria, a

memorandum documenting that plans are approved is issued to the Community Development Department and the project's Design Engineer in a timely manner.

DOCUMENTATION:

Plan submittal intake log

Grading, Erosion Control and Stormwater Plan Submittal requirements checklist

Written review comments

Plan submittal/Review tracking log

APPLICABLE REFERENCE INFORMATION

1. City of Raymore Unified Development Code
2. Kansas City Metropolitan Chapter American Public Works Association
Standard Specification and design criteria Volumes 1 and 2, January, 2004
3. City of Raymore Standard Contract Documents and Technical Specifications for Utility and Street Construction July 2013