

*St. Louis County Department of Public Works
Division of Code Enforcement*

**CHANGE of LAND OWNERSHIP – MAJOR LAND DISTURBANCE PERMIT
INFORMATION & FILING INSTRUCTIONS**

A separate Major Land Disturbance Permit is required whenever there is a change in the ownership of a site that has an open Land Disturbance Permit. Section 106.2 of St. Louis County's Land Disturbance Code (LDC) relative to Major Land Disturbances states:

106.2 Limitation on Transfer of Land Disturbance Permits: Any person who buys land from a person who has been issued a land disturbance permit under sections 106.1.1 or 106.1.2 of this Code must obtain a separate land disturbance permit from the County.

Exception:

Portions of a site having a Major Land Disturbance permit may be transferred to a new land owner provided the original permit holder obtains the approval of the Department of Planning and the Department of Public Works to retain responsibility for the Land Disturbance Activities on the remaining portions of such property not transferred to the land owner.

It is assumed most owners will want to assign/transfer the responsibilities & liabilities associated with the land disturbance to the new owner rather than utilizing the Exception option in the Code. These instructions & attachments are for obtaining a separate Land Disturbance Permit.

The new owner, or new owner's agent, must complete and submit the attached application titled "St. Louis County Public Works Application for Land Disturbance Permit (For Use With Change of Land Ownership)" to the Permit Application Center (PAC) located in Public Works on the 6th floor of the County's Administration Building, 41 S. Central, Clayton, MO.

The attached form titled "Transfer of Responsibilities & Liabilities Associated With Land Disturbance (LD) Activities" should also be submitted with the application. Please use the appropriate version of the form (see top of form) depending on whether the site/project is located within Unincorporated County or within a contracting Municipality. The Municipal Zoning Official must complete the bottom of the form or complete the standard Municipal Zoning Approval for Permit Application Form (also attached) listing "change of land ownership" under description of work. If the property has already changed hands, a letter of explanation from the Transferee shall be provided if the Transferee is unsuccessful in obtaining the Current Permit Holder's signature on the form.

The new owner will also need to establish any escrows that may be required by the LDC with the Department of Planning (sites/projects in Unincorporated County) or with the Municipality (sites/projects in a contracting Municipality). These new owner escrows will need to be on file before the Current Permit Holder's escrows will be released.

The PAC Center will coordinate the review of the application request for sites/projects in Unincorporated County with the Departments of Planning and Transportation and obtain their releases/approvals before issuing the separate Major Land Disturbance Permit. For sites/projects located within a contracting Municipality the PAC Center will verify Municipal approval and coordinate the review of the application request with the Department of Transportation and obtain their release/approval before issuing the separate Major Land Disturbance Permit,

The SWPPP and Engineering Plan approved by the County under the original Major Land Disturbance Permit must be adhered to until changed under an amended permit. New land owners that intend to eventually develop the land in a different manner must submit signed and sealed amended grading and development plans to the County for approval and obtain new or amended permits, whichever is appropriate.



APPLICATION FOR LAND DISTURBANCE PERMIT

Complete all sections on both pages except for the two sections marked "For Office Use".

Application Date _____

PROJECT INFORMATION & LOCATION:

Project Type: <input type="checkbox"/> Commercial, <input type="checkbox"/> Multifamily, <input type="checkbox"/> Residential		Project Name: _____	
Work Type: <input type="checkbox"/> Major Land Disturbance (≥ 1 Acre), <input type="checkbox"/> Ordinary Land Disturbance (< 1 Acre)			
Project Address _____		Unit/Suite/Floor _____	Zip Code _____
Locator/ Parcel No. _____	Subdivision or Building/Center Name _____	Lot No. _____	
<input type="checkbox"/> Unincorporated County, or Municipality _____		Fire District _____	

WORK DESCRIPTION:

Brief description of land disturbance construction scope of work:

OWNER/TENANT INFORMATION:

Property Owner _____				
	Last Name	First	Telephone	Fax Email
Owner's Address _____				
	Street Address	City	State	Zip Code
Tenant/Business Name _____ <input type="checkbox"/> Existing, <input type="checkbox"/> New*				
*If a New Tenant/Business indicate the Previous Tenant/Business Use _____				

ARCHITECT/ENGINEER INFORMATION:

Name & Address _____	Telephone _____	Fax _____	Email _____
----------------------	-----------------	-----------	-------------

PRIMARY CONTACT INFORMATION IF OTHER THAN APPLICANT:

Name & Address _____	Telephone _____	Fax _____	Email _____
----------------------	-----------------	-----------	-------------

APPLICANT CERTIFICATION & INFORMATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS PERMIT, THAT I HAVE AN AGREEMENT WITH THE OWNER/LESSEE TO PREFORM THIS WORK; AND THAT I AM AUTHORIZED TO AND DO CONSENT TO ENTRY ONTO THE PREMISES BY ST. LOUIS COUNTY EMPLOYEES FOR INSPECTION OF WORK PERFORMED UNDER THIS PERMIT. THE SCOPE OF WORK INDICATED AND COST ESTIMATES ARE TRUE AND CORRECT.

IF A PARTIAL PERMIT IS BEING REQUESTED, I REQUEST AUTHORIZATION TO PROCEED WITH THE CONSTRUCTION INDICATED IN ORDER TO ALLOW CONSTRUCTION TO COMMENCE. I ACKNOWLEDGE THAT IF AUTHORIZATION IS GIVEN THAT I WILL BE PROCEEDING AT MY OWN RISK WITHOUT ASSURANCE THAT A PERMIT FOR THE ENTIRE WORK OR STRUCTURE WILL BE GRANTED. I AM RELEASING ALL LIABILITY, INDEMNIFYING AND HOLDING HARMLESS ST. LOUIS COUNTY, ITS OFFICERS, EMPLOYEES, AGENTS, AND ANY ASSIGNS FOR ANY EXPENSE, ERROR, OR OMISSION RESULTING IN SUCH ISSUANCE. SHOULD IT BE DETERMINED AT ANY TIME BY ST. LOUIS COUNTY THAT THE AUTHORIZED CONSTRUCTION NEEDS TO BE REMOVED, MOVED, CORRECTED, OR MODIFIED IN ANY FASHION, THAN SUCH REMOVAL OR CORRECTIVE WORK WILL BE AT OUR EXPENSE.

Contractor Name & Address	Tel No.	Reg #	Signature
	Fax #	Date	
	Email		

Applicant Other Than Contractor Owner, Architect, Engineer, Tenant, Other _____

Name & Address	Tel #	Reg #	Signature
	Fax #	Date	
	Email		

PERMIT

TYPE OF WORK	TYPE OF STRUCTURE / DEVELOPMENT																							
<input type="checkbox"/> Advanced-Rough Grading <input type="checkbox"/> Clearing and Grubbing <input type="checkbox"/> Grading <input type="checkbox"/> Site Improvement Work <input type="checkbox"/> Miscellaneous Work	RESIDENTIAL <input type="checkbox"/> Single-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Townhouse(s) <small>Note: Two-Family and Townhouse type buildings must have independent dwelling units with individual entrances. No common areas.</small>	MULTI-FAMILY <input type="checkbox"/> 3 or 4 Multi-Family <input type="checkbox"/> 5 or more Multi-Family Units/Building _____ Units/Permit _____ <small>Note: Multi-Family buildings have common areas such as common entry stairs, corridors, hallways, breezeways, and/or common basement areas.</small>	COMMERCIAL ASSEMBLY <input type="checkbox"/> Theatres <input type="checkbox"/> Restaurant <input type="checkbox"/> Night Club <input type="checkbox"/> Churches/Religious <input type="checkbox"/> Recreation Center <input type="checkbox"/> Exhibition Hall <input type="checkbox"/> Banquet Center <input type="checkbox"/> Taverns & Bars BUSINESS <input type="checkbox"/> Office/Bank/Professional <input type="checkbox"/> Carwash <input type="checkbox"/> Clinic <input type="checkbox"/> Fire Station <input type="checkbox"/> Doctor's Offices <input type="checkbox"/> Laboratories EDUCATION <input type="checkbox"/> Schools <input type="checkbox"/> Child Day Care FACTORY/INDUSTRIAL <input type="checkbox"/> Manufacturing Plant <input type="checkbox"/> Industrial Laboratories <input type="checkbox"/> Utilities HIGH HAZARD <input type="checkbox"/> Flam. & Comb. Liquids Storage or Manufacturer <input type="checkbox"/> Tire Storage (Bulk) <input type="checkbox"/> Other High-Hazard Storage or Manufacturer INSTITUTIONAL <input type="checkbox"/> Nursing Home <input type="checkbox"/> Day Nurseries <input type="checkbox"/> Hospitals <input type="checkbox"/> Jails <input type="checkbox"/> Residential Care and Assisted Living MERCANTILE <input type="checkbox"/> Retail/ Wholesale/Stores <input type="checkbox"/> Service Station <input type="checkbox"/> Markets RESIDENTIAL <input type="checkbox"/> Dormitories <input type="checkbox"/> Hotels/Motels STORAGE <input type="checkbox"/> Office/Warehouse <input type="checkbox"/> Lumber Yard <input type="checkbox"/> Repair Garage <input type="checkbox"/> Parking Garage	NON-HABITABLE <input type="checkbox"/> Antennas <input type="checkbox"/> Attached Garage <input type="checkbox"/> Barn <input type="checkbox"/> Carport <input type="checkbox"/> Detached Garage <input type="checkbox"/> Fence <input type="checkbox"/> Fireplace <input type="checkbox"/> Generators <input type="checkbox"/> Patio Cover <input type="checkbox"/> Patio/Deck/Porch <input type="checkbox"/> Pergola <input type="checkbox"/> Res. Greenhouse <input type="checkbox"/> Retaining Walls <input type="checkbox"/> Shed <input type="checkbox"/> Signs <input type="checkbox"/> Solar Panel/Array <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Tanks <input type="checkbox"/> Tower <input type="checkbox"/> Trash Enclosure <input type="checkbox"/> Other <input type="checkbox"/> Parking Lot																				
LAND DISTURBANCE																								
<p style="text-align: center;">Major Land Disturbance (≥ Acre)</p> Area of Disturbance _____ acre(s) Planned completion date: _____ Refer to the SWPPP and Engineering/Grading Plan for Scope of Work and BMP's MLD Special Inspector Name: _____ Phone #: _____																								
<p style="text-align: center;">Ordinary Land Disturbance (< Acre or 43,560 Square Feet)</p> Area of Disturb. <u>0.</u> acre, or _____sf Planned completion date: _____ Type of Disturbance (check all that apply): Sediment/Erosion Control Measures: <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Clearing/Grubbing <input type="checkbox"/> Cutting <input type="checkbox"/> Filling <input type="checkbox"/> Grading <input type="checkbox"/> Other _____ </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Silt fencing <input type="checkbox"/> Sediment traps / basins <input type="checkbox"/> Erosion control blankets <input type="checkbox"/> Ditch check <input type="checkbox"/> Other _____ </td> </tr> </table> <p>Land Disturbance Information: Cut: _____ cubic yards _____ feet (maximum depth) Fill: _____ cubic yards _____ feet (maximum depth) Fill material from: <input type="checkbox"/> On-site cut, <input type="checkbox"/> Another site located at _____ Minimum distance of land disturbance to nearest property line: _____feet Minimum distance of land disturbance to nearest structure/building: _____feet Slope of finished grading will be <u>less than</u> 3 horizontal to 1 vertical: <input type="checkbox"/> Yes, <input type="checkbox"/> No Existing site drainage: <input type="checkbox"/> Will remain the same, <input type="checkbox"/> Will be modified Equipment/Truck access to site: <input type="checkbox"/> Existing driveway, <input type="checkbox"/> Modified driveway*, <input type="checkbox"/> New temporary entrance* <small>*Note -- Separate H&T Special Use Permit is required</small> ***** For existing developed sites indicate method of sewage disposal: <input type="checkbox"/> Sewer, <input type="checkbox"/> Septic Comments/Information: _____ Other Permit References _____ Estimated Cost of Land Disturbance Construction Work: \$ _____ </p>					<input type="checkbox"/> Clearing/Grubbing <input type="checkbox"/> Cutting <input type="checkbox"/> Filling <input type="checkbox"/> Grading <input type="checkbox"/> Other _____	<input type="checkbox"/> Silt fencing <input type="checkbox"/> Sediment traps / basins <input type="checkbox"/> Erosion control blankets <input type="checkbox"/> Ditch check <input type="checkbox"/> Other _____																		
<input type="checkbox"/> Clearing/Grubbing <input type="checkbox"/> Cutting <input type="checkbox"/> Filling <input type="checkbox"/> Grading <input type="checkbox"/> Other _____	<input type="checkbox"/> Silt fencing <input type="checkbox"/> Sediment traps / basins <input type="checkbox"/> Erosion control blankets <input type="checkbox"/> Ditch check <input type="checkbox"/> Other _____																							
FOR OFFICE USE <input type="checkbox"/> Record Check _____ <input type="checkbox"/> Violation Check _____ <input type="checkbox"/> Transient Employer Documents <input type="checkbox"/> Notified _____ Date _____ <input type="checkbox"/> #OP _____ <input type="checkbox"/> PA <input type="checkbox"/> Flat <input type="checkbox"/> Closet				FOR OFFICE USE Zoning Dist. _____ <input type="checkbox"/> Gov't / Public Owned PW PERMIT FEES <table style="width:100%; border-collapse: collapse;"> <tr><td>Processing</td><td>_____</td></tr> <tr><td>Land Dist</td><td>_____</td></tr> <tr><td>Inspection</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>Penalty</td><td>_____</td></tr> <tr><td>PW Total</td><td>_____</td></tr> </table> T PERMIT FEES <input type="checkbox"/> ARS <input type="checkbox"/> CRS/General Review _____ Inspection _____ T Total _____ ***** <table style="width:100%; border-collapse: collapse;"> <tr><td>Total Fees</td><td>_____</td></tr> <tr><td>Filing Fee Pd</td><td>_____</td></tr> <tr><td>Balance Due</td><td>_____</td></tr> <tr><td>Fees Paid</td><td>_____</td></tr> </table> Date Issued ____/____/____ Issued By _____ APPROVALS & DATE Est. Cost _____ Zoning Rev. _____ PW Plan Rev. _____ T Plan Rev. _____ Box No. _____ <div style="text-align: right;"><input type="checkbox"/> Folder</div>	Processing	_____	Land Dist	_____	Inspection	_____	_____	_____	Penalty	_____	PW Total	_____	Total Fees	_____	Filing Fee Pd	_____	Balance Due	_____	Fees Paid	_____
Processing	_____																							
Land Dist	_____																							
Inspection	_____																							
_____	_____																							
Penalty	_____																							
PW Total	_____																							
Total Fees	_____																							
Filing Fee Pd	_____																							
Balance Due	_____																							
Fees Paid	_____																							
PAC No. _____ MSD P# _____ Permit No. _____																								

St. Louis County Department of Public Works
Division of Code Enforcement

**TRANSFER OF RESPONSIBILITIES & LIABILITIES
ASSOCIATED WITH LAND DISTURBANCE (LD) ACTIVITIES
Form for sites/projects located in Unincorporated County**

Date: _____ Original LD Permit # _____ New LD Application # _____
(Application # assigned by County when submitted)

Name of Project: _____

Location of Project: _____

Name of Current Permit Holder: _____

Address of Current Permit Holder: _____

Telephone Number: _____

Name of Transferee: _____

Address of Transferee: _____

Telephone Number: _____

For Complete Assignment (Complete and Sign Below):

The undersigned, being the Current Permit Holder of LD Permit No. _____ is conveying ownership of the property that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

_____ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to St. Louis County and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated LD Permit No. _____.

Current Permit Holder:

Transferee:

For Partial Assignment (Complete and Sign Below):

The undersigned, being the Current Permit Holder of LD Permit No. _____ is conveying ownership of that part of the property legally described on the attached Exhibit A, incorporated herein by reference (the "Conveyed Property") that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

_____ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to St. Louis County and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated this Partial Assignment and the new Permit for the Conveyed Property. The Current Permit Holder shall not be relieved of responsibility or liability for land disturbance activities regulated by the Permit on that part of the property, not included in Exhibit A but part of the original Permit that is retained by the Current Permit Holder.

Current Permit Holder:

Transferee:

St. Louis County Department of Public Works
Division of Code Enforcement

**TRANSFER OF RESPONSIBILITIES & LIABILITIES
ASSOCIATED WITH LAND DISTURBANCE (LD) ACTIVITIES
Form for sites/projects located in a contracting Municipality**

Date: _____ Original LD Permit # _____ New LD Application # _____
(Application # assigned by County when submitted)

Name of Project: _____

Location of Project: _____

Name of Current Permit Holder: _____

Address of Current Permit Holder: _____

Telephone Number: _____

Name of Transferee: _____

Address of Transferee: _____

Telephone Number: _____

For Complete Assignment (Complete and Sign Below):

The undersigned, being the Current Permit Holder of LD Permit No. _____ is conveying ownership of the property that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

_____ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to the Municipal jurisdiction, St. Louis County, and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated LD Permit No. _____.

Current Permit Holder: _____

Transferee: _____

For Partial Assignment (Complete and Sign Below):

The undersigned, being the Current Permit Holder of LD Permit No. _____ is conveying ownership of that part of the property legally described on the attached Exhibit A, incorporated herein by reference (the "Conveyed Property") that is subject to the LD Permit and desires to transfer the responsibilities and liabilities for land disturbance activities regulated by the LD Permit to

_____ (the "Transferee") and the Transferee desires to assume such responsibilities and liabilities from the date of issuance of the new Permit until the sooner of the cessation of land disturbance activities under the new Permit or termination of the Permit. The Current Permit Holder and the Transferee represent to the Municipal jurisdiction, St. Louis County, and one another that each has the authority to enter into this transfer and no third party's permission or consent is required to accomplish this transfer. The Current Permit Holder acknowledges that the Transferee must establish any escrows that may be required before the Current Permit Holder's escrows will be released. Upon the issuance of the new Permit, the Transferee agrees that the Current Permit Holder is relieved of any further responsibilities or liabilities associated this Partial Assignment and the new Permit for the Conveyed Property. The Current Permit Holder shall not be relieved of responsibility or liability for land disturbance activities regulated by the Permit on that part of the property, not included in Exhibit A but part of the original Permit that is retained by the Current Permit Holder.

Current Permit Holder:

Transferee:

Below this line to be completed by Municipality

MUNICIPAL ZONING APPROVAL

The City of _____ is aware of a change of land ownership for the project noted above and authorizes St. Louis County to issue a Major Land Disturbance to the new owner (transferee).

Municipal Zoning Approval by: _____

Date: _____

Title of approving Municipal Official: _____

MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION

TO: St. Louis County Government
Department of Public Works
County Administration Building
41 South Central Avenue – 6th floor
Clayton, MO 63105

FROM: _____
Municipality

PROJECT INFORMATION

Project Address: _____

Tenant Name: _____

Description of Work: _____

Owner Name & Address: _____

Applicant Name & Address: _____

ZONING APPROVAL

Municipal Zoning Classification: _____

Is this project located in a Flood Plain? _____ YES _____ NO

Municipal Zoning Approval* by: _____ Date: _____

Title of approving Municipal Official: _____

*For Municipalities that also contract for Land Disturbance Code enforcement, Zoning Approval includes municipal approvals for municipal and private roadways (proposed and existing), flood plain management regulations, applicable private storm conveyance and/or control system regulations, collection and administration of site development escrows, and other applicable municipal laws and regulations.

Note: Applicants for building and/or land disturbance permits must submit this form together with four (4) copies of the site plan approved, signed and dated by the Municipal Official to St. Louis County, Department of Public Works in order to obtain the permit. Applicants may file their application for permit with the County to start the County’s review process while they finalize obtaining their Municipal Zoning Approval; however, the permit will not be issued until the Zoning Approval is received. Applicants should verify that the use and building/parking lot configuration on the site is approvable by the Municipality before submitting to the County.

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER (if known) _____