



CONSTRUCTION STORMWATER PERMIT

(Informational Handout & Standard Procedures)

Cityview Portal

CityView Portal can be accessed [here](#) or from either [Engineering](#) or [Planning](#) webpages. All applicants must register as a new user prior to applying for a Construction Stormwater Permit. Once signed into the portal, the Construction Stormwater Permit application can be found under the Public Works header, and then by clicking “Apply for a Public Works Permit”.

A Construction Stormwater Permit is required whenever construction occurs within city limits that will result in a land disturbance of greater than or equal to one acre, or that is less than one acre, but is part of a larger common plan of development or sale that would disturb, or has disturbed, one acre or more.

Applicants will scroll down and select Construction Stormwater. Below are a few key aspects to keep in mind while submitting a new application.

- Work Items (Step 3)
 - o Select Cut and fill and Land Disturbance. Land disturbance area includes all areas disturbed during construction including staging areas and haul roads.
- Description of Work (Step 4)
 - o Add brief description of work
- Location (Step 5)
 - o When the proposed work for a Construction Stormwater Permit has multiple locations, add all associated by clicking the “Add Another Location” button.
 - o If the work is not associated with a physical address, there is an option to look up the location by road segment. To do so you will need to either open the “Find location in Map” and click on the road segment or type in the name of the street into the Search for location field and select the correct segment.
- Contacts (Step 6)
 - o Property owner information will automatically populate if property addresses in inputted. Include onsite project manager and qualified stormwater manager.
- Upload Files (Step 7)
 - o Required documents for projects *disturbing one acre or more* include, Stormwater Management Plan (SWMP) including Narrative, Control Measure Details, Site Plan, Large Site SWMP Checklist, Sedimentation Pond details (if applicable) and CDPHE Construction Permit Certification. For projects *less than 1 acre and part of a larger common plan of development a Small Site SWMP form is the only requirement.*
 - o ALL documents shall be flattened prior to uploading in portal. If documents are not flattened the application will be considered incomplete and sent back to the

applicant. Unflattened documents cause errors in the software and can delay the response to the applicant.

- Do not upload documents into the "Upload Additional Documents" field unless they do not pertain to any of the above.

Once the application has been submitted for review, do not upload any new or revised documents after the application has been submitted. This may add additional review time to the application. Due to each application being standalone, the initial submittal will be what is reviewed.

A fee is not required for the Construction Stormwater Permit.

Review, Revise/Resubmit, and Approval Process

Once an application is submitted, applicants should allow for a 7-day review turnaround time. It is likely that reviews and/or approvals will occur prior to that timeframe as workloads allow. After review of the submitted documents is complete, there will be a couple different outcomes depending on the type of Preconsultation application:

- Revisions required, revise and resubmit
- Approved (as noted)
- Approved

Depending on the outcome of the application, applicants will receive an email with either a Correction Notice, which will state the revision(s) required prior to resubmitting, or an approved Permit. This letter will state what is being approved with the application.