



FILL SITE PERMIT CHECKLIST

City of Lawton ▪ Community Services Department ▪ License and Permit Center
 103 SW 4th Street • Room 115 • Lawton, Oklahoma 73501
 Phone (580) 581-3478 • Fax (580) 581-3479
www.cityof.lawton.ok.us

Name of Development:		
Address:		Floodplain:
Legal Description:		
Date Review Completed:		
Approved:		Reviewed By:

Application	PLANS ADEQUATE: Y N
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1. Name and address of the applicant			
2. Name, address and proof of ownership of the site			
3. Written, notarized permission from the owner of the site to apply for the fill permit, if the applicant and owner are not one and the same			
4. Name and telephone number of responsible party to be contacted for emergencies and after normal business hours			
5. Location of the site of the fill to include the legal description			
6. A brief statement of the purpose for the filling and depositing of materials at the site			

Plan Layout

1. Plans and specifications for the site shall be submitted by a professional engineer registered in the state of Oklahoma which will address all phases of the filling operation.			
2. Legal description on site plan.			
3. Development plan of the property to be filled.			
4. Grading and drainage plan which shows existing and proposed contours, location of the stabilized construction entrances, and site fencing to control access and unauthorized fill.			
5. Calculations showing that the proposed fill does not increase the flow rate or the velocity of the water flowing onto adjacent property.			
6. Environmental control plan which utilizes best management practices to prevent erosion of fill material from the site.			
7. Development, grading/drainage and environmental control plan sheets comply with the checklists shown in Appendix A of Chapter 21 of this code.			
8. Copy of the "Notice of Intent" (NOI) submitted to the Oklahoma Department of Environmental Quality and Storm Water Pollution Prevention Plan if site is One acre or larger.			
9. Close-out plan which indicates measures to be accomplished upon closing of the site to include removal of construction entrances and fences, establishment of grass, if required, and such measures as required by the Storm Water Pollution Prevention Plan.			

Other Requirements

1. Fill placed within the footprint of a proposed building shall consist of a minimum of two feet (2') of suitable soil compacted to ninety-five percent (95%) standard proctor density. Compacting tests required at the direction of the city manager or his designated representative.			
2. Permits or licenses from the Oklahoma Department of Environmental Quality or a statement from such agency that a permit or license is not required.			
3. If grading or fill is proposed within the FEMA designated 100-year floodplain, a special flood hazard development permit is required and additional information provided in accordance with LCC 19A-2-2-223.			

PLEASE CALL (580) 581-3478 IF THERE ARE ANY QUESTIONS CONCERNING REVIEW OF THE SITE PLAN. CORRECTION OF ALL NOTED DEFICIENCIES IS REQUIRED PRIOR TO ISSUANCE OF A FILL SITE PERMIT FOR THE PROJECT. SEE RED-LINED PLANS FOR COMMENTS.