



Land-Disturbance Permit Fact Sheet

MS4-EDU-09 · Fact sheet for applicants and contractors

APPLICATION APPLY ONLINE <i>bereaky.viewpointcloud.com</i>	LOCAL FEE \$425.00 <i>current application fee</i>	BEFORE APPROVAL COMPLETE SUBMITTAL <i>documents + fiscal surety</i>
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CORE REQUIREMENTS

REQUIREMENT / TIMING	WHAT TO SUBMIT OR PROVIDE
KYR10 NOI AFTER CITY APPROVAL	After the City approves the Land Disturbance Permit, submit an online Notice of Intent (NOI) for KYR10 construction stormwater coverage through Kentucky EEC eForms. Include a copy of the approved City permit with the NOI.
FISCAL SURETY 2x EPSC COST \$1,500 MIN.	Fiscal surety must equal twice the estimated EPSC cost, with a minimum of \$1,500. A bond or letter of credit payable to the City of Berea is acceptable. Submit the original before approval and keep it in effect until disturbance ends, the site is stabilized, and controls are no longer needed.
MAINTENANCE AGREEMENT WHEN APPLICABLE	Complete and record the Stormwater Maintenance Agreement with the Madison County Clerk, then submit a copy of the recorded agreement to the City of Berea Codes & Planning Department.

RELATED DOCUMENTS AND REFERENCES

REFERENCE	OPEN OR DOWNLOAD
Online Permitting Portal	bereaky.viewpointcloud.com
KY EEC eForms (KYR10 NOI)	Open Kentucky eForms
Stormwater Maintenance Agreement	Download agreement (PDF)
LMDO Appendix E (Grading & Fill)	Open Appendix E (PDF)
Stormwater Design Manual	Open Design Manual (PDF)
Stormwater Ordinance	Open Chapter 34 (PDF)
QUESTIONS? Matthew Thomas GIS / MS4 / Floodplain Coordinator (859) 986-8528 mthomas@bereaky.gov	



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TYPICAL PERMIT WORKFLOW

1 CITY LDP Apply and receive local approval	2 STATE NOI Submit KYR10 NOI after City approval	3 RETURN COVERAGE Send the issued permit back to the City
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FIVE-STEP WORKFLOW

STEP	ACTION
1	Confirm whether the project requires Development Plan approval, a Stormwater Maintenance Agreement, or other supporting permits before final LDP approval.
2	Submit the Land Disturbance Permit application through the City's online permitting portal with applicable supporting documents and fiscal surety.
3	If required, record the Stormwater Maintenance Agreement with the Madison County Clerk and submit a recorded copy to the City.
4	After the City approves the Land Disturbance Permit, submit the NOI for KYR10 coverage through Kentucky EEC eForms.
5	After Kentucky issues coverage, send a digital or physical copy of the KYR10 permit to the City of Berea Codes & Planning Department.

ADDITIONAL BOND NOTES

NO.	BOND / LETTER OF CREDIT NOTES
01	The City does not provide a required bond or letter-of-credit template.
02	Typical surety documents include signature blocks for the principal and surety representative.
03	Power-of-attorney documentation from the surety company is commonly attached to the bond or letter of credit.
04	If a one-year letter of credit expires before stabilization, it should be renewed.

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SUBMITTAL CHECKLIST

SUBMITTAL ITEM	WHEN REQUIRED / NOTES
☐ Stormwater Pollution Prevention Plan (SWPPP) and/or Erosion Prevention & Sediment Control (EPSC) Plan	May be a bound SWPPP or a plan sheet showing applicable erosion-control/BMP measures. If controls appear only on drawings, include specifications for those measures.
☐ KY Stormwater Construction Permit (KYR10 or Individual)	Required for regulated construction stormwater coverage. The NOI is the application; KYR10 is the approval issued by Kentucky. Submit the approved Berea LDP with the NOI.
☐ KY DOW 401 Water Quality Certificate	Required only when work will occur in a stream, pond, wetland, or other applicable water resource.
☐ KY Stream Construction Permit	Required only when work will occur in a stream, pond, wetland, or other applicable water resource.
☐ USACE Section 404 Permit	Required only when work will occur in waters subject to U.S. Army Corps of Engineers jurisdiction.
☐ FEMA LOMR or CLOMR	Required only when the project affects a FEMA Special Flood Hazard Area, as applicable.
☐ KYTC Encroachment Permit	Required only when work will occur within state right-of-way.
☐ Application Fee	Current local application fee is \$425.00.
☐ Completed Stormwater Maintenance Agreement	Required only when long-term stormwater-management/BMP maintenance obligations apply to the project.
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