

City of Ladue

TECHNICAL GUIDANCEStorm Water Management Program
Small Project Storm Water Grant Program**GRANT PROGRAM POLICIES &
PROCEDURES**

The Small Project Storm Water Grant Program (Program) is authorized under City of Ladue Ordinance #2137 Section 2-329 to help Property Owners address limited storm water problems such as, but not limited to, yard flooding, flooding from an inadequate sinkhole, flooding from an inadequate conveyance, yard erosion, creek erosion, water entering a basement or structure, and/or structural erosion at their property from stormwater runoff.

The program DOES NOT apply to projects intended to alleviate problems associated with the regulated floodplain as mapped by the Federal Emergency Management Agency (FEMA).

The Program does require a front-end commitment on the part of the Property Owners to develop a scope of work; prepare construction plans; obtain regulatory approvals; obtain required permits; prepare, obtain and record easements and ancillary agreements; and take construction bids; that requires hiring a licensed design professional(s).

Included with this technical guide are the following:

- Ordinance #2137 Exhibit "B" that describes the program and procedures;
- The funding application;
- Metropolitan St. Louis Sewer District (Jan18; revised Sept18) Easement Preparation Guide;
- Maintenance Agreement template;
- Example Maintenance Agreement Plat Exhibit "A";
- The memorandum/checklist Ladue Public Works uses to navigate and document the process; and
- An engineering consultant contact list.

The City does not make referrals of either engineers or contractors. The attached listing of contacts is for engineering firms that have indicated an interest in working in Ladue on the Storm Water Management Program (SMP).

Pre-approvals are required; it is important that the steps outlined in this technical guide, Exhibit B and the checklist be followed to be eligible.

1. Contact **Ladue Public Works at 314-993-5665** to schedule a site visit by a Public Works Department Representative to discuss the problem in more detail and project eligibility.
2. Hire a design consultant(s), typically a professional Civil Engineer/Land Surveyor and/or Landscape Architect, licensed in the State of Missouri.
3. Prepare construction plans, signed, sealed and dated by a professional(s) licensed in the State of Missouri.
4. Prepare, as appropriate, easement taking summary, cover sheet, and Exhibit "A" plat(s) signed, sealed and dated, for each individual property by a professional Land Surveyor licensed in the State of Missouri.

CITY OF LADUE
Public Works

- Conform to the requirements of the Metropolitan St. Louis Sewer District (Jan18; revised Sept18) Easement Preparation Guide.
5. Prepare Exhibit "A" maintenance agreement plat(s) by a professional licensed in the State of Missouri.
 6. Prepare ancillary agreements including, but not limited to, agreements by all adjacent Property Owners for the work to be performed including any necessary temporary easements.
 7. Submit construction plans, easement documents, maintenance agreement plat(s), and ancillary agreements for regulatory agency approval as appropriate:
 - Ladue Building Department **314-997-6308**.
 - Metropolitan St. Louis Sewer District.
 - Utility Service Providers.
 - US Army Corps of Engineers.
 - Missouri Department of Natural Resources.

There may be others; your design professional(s) will be able to identify and make required submittals.

8. After construction plans, plats, and ancillary agreements are approved, solicit contractor construction bids; City of Ladue Ordinance #2137 Section 2-329 requires that a minimum **three (3)** bids be obtained.
9. After construction plans, plats and ancillary agreements are approved, obtain permits that may include, but are not limited to, the following as appropriate:
 - City of Ladue:
 - Excavation
 - Flood Plain Development/No Rise
 - Land Disturbance/Grading
 - Plumbing/Drainlaying
 - Retaining Wall
 - Stream Buffer
 - Tree Removal
 - Metropolitan St. Louis Sewer District:
 - Construction
 - Connection
 - Encroachment
 - Easement
 - US Army Corps of Engineers.
 - Clean Water Act Section 404
 - Missouri Department of Natural Resources.

CITY OF LADUE
Public Works

- Clean Water Act Section 401

There may be others; your design professional(s) and/or contractor will be able to identify and make required permit applications.

10. Complete the funding application; submit to Ladue Public Works with required ancillary documents.
11. Ladue Public Works will review the application and return comments to the Property Owner(s); missing information/ancillary documents to be included will be identified.
 - The reimbursement amount will be based on the low construction bid plus eligible design costs.
12. Property Owner(s) submit an updated application with missing information/ancillary documents.
13. The Ladue Public Works Director will forward a complete application with a recommendation for approval to the Ladue Storm Water Advisory Committee (SWAC) for consideration.
- 14. SWAC will decide if the project is “accepted with funding available”, is “accepted with funding not available and placed on the wait-list” or is “not eligible and denied”.**
15. A reimbursement amount over **\$7,500.00** requires approval by the Ladue City Council; for projects accepted by SWAC, the Ladue Public Works Director will prepare and forward a funding motion to the Ladue City Council for consideration.
16. For easements dedicated to the City of Ladue, Ladue Public Works will prepare easement script for Property Owner(s) signature with taking summary, cover sheet and Exhibit “A” plat(s) for each individual property attached.
17. Original executed easement documents are submitted to Ladue Public Works by the Property Owner(s).
18. The City of Ladue records the fully executed easement documents at Saint Louis County.
19. Ladue Public Works will prepare a maintenance agreement for Property Owner(s) signature and notarization with the funding application and the Exhibit “A” plat attached.
20. An original executed Maintenance Agreement is submitted to Ladue Public Works by the Property Owner(s).
21. The City of Ladue signs and notarizes the Maintenance Agreement; subsequently, the City of Ladue records the fully executed Maintenance Agreement at Saint Louis County.
22. The Property Owner(s) record easement documents required by other Regulatory Authorities, such as the Metropolitan St. Louis Sewer District, and signed ancillary agreements, as appropriate, at Saint Louis County.
23. Construct the project.

!!!NOTE: After completion of step 9, construction may proceed at the Property Owner(s) discretion/risk; however, in order to be eligible for reimbursement, the date of construction completion must be within one (1) calendar year of the funding application

date; applications dated later than one (1) calendar year after construction completion will not be accepted for consideration!!!

24. Upon completion of the construction, and before any reimbursement is made by the City, the Property Owner(s) shall provide to the Ladue Public Works Director, for review and approval, the following:

- a. Written verification by the Property Owner(s) of completion of the work by the Property Owner(s)' contractor and compliance with Project documents and requirements;
- b. Paid receipts or invoices identifying the necessary detail and itemization for the materials and work done by the contractor, with fully executed and completed lien waivers and releases from the contractor, subcontractors and material suppliers; and
- c. A copy of recorded easements and ancillary agreements.

25. Contact **Ladue Public Works at 314-993-5665** to schedule a site visit by a Public Works Department Representative to conduct a final inspection.

26. Upon completion of steps 24 and 25, the Ladue Public Works Director will authorize payment to the Property Owner(s).

Standard References

- Metropolitan St. Louis Sewer District (Apr18) Plan preparation Guidelines.
- Metropolitan St. Louis Sewer District (Jan18; revised Sept18) Easement Preparation Guide.
- Metropolitan St. Louis Sewer District (Feb 06; latest revision) Rules and Regulations and Engineering Requirements for Sanitary Sewer and Drainage Facilities.
- Metropolitan St. Louis Sewer District (Feb 09; latest revision) Standard Construction Specifications for Sewers and Drainage Facilities.

Revision Notes

Revision:	0	12-08-2018	1 st issue
	1	12-17-2018	Update