

## **Town of Marion Stormwater Site Plan Review Procedure**

Plan Review, Mitigation measures, Payment of Fees and Recording of Maintenance Agreements

1. Receive plan, calculations, and application
2. Plan review with SWPPP check list
3. Send plan comments to designer and, if owner is different than designer copy owner by email
4. Repeat steps 2 and 3 with respect to plan revisions until all issues have been resolved
5. Verify permit fees have been paid.
6. Document any mitigation required as part of the proposed code compliance
7. Verify that any maintenance agreement has been signed and recorded against the property and copy of the recorded document provided
8. Sign permit and place a copy in the electronic file including all documents and plans submitted, together with comments on permits, fees, mitigation and maintenance agreements
9. Notify the applicant the permit has been issued