

## Residential Site Soil Erosion and Sedimentation Control Permit Application

Kent County Road Commission  
1500 Scribner Avenue NW  
Grand Rapids, MI 49504  
(616) 242-6920 - Permit Dept.  
FAX (616) 336-4397

Permit No.	Exp. Date
Permit Fee	Paid

**1 Applicant**

Name		Address	
City		State	Zip
Phone	Cell	Fax	E-Mail

**2 Location of Earth Change**

Street Address		Township/City/Village	Section
Parcel No.	Subdivision		Lot No.

**3 Proposed Earth Change**

Type: New Home    Deck    Home Addition Other:	Size of Change: (sqft or acres)
Body of Water Involved or Wetland	Distance to Body of Water (ft)
Starting Date	Completion Date

**4 Parties Responsible for Earth Change**

Property Owner (if different from applicant)		Address	
City		State	Zip
Phone	Cell	Fax	E-Mail

**Individual "On Site" Responsible for Earth Change**

Name		Address	
City		State	Zip
Phone	Cell	Fax	E-Mail

- 5 A Soil Erosion and Sedimentation Control plan is required.** It must include all of the information required by Rule 1703. For a small project that is less than one acre but within 500 feet of a waterbody, you make a sketch of the site on the survey sheet. Be sure to include the limits of the earth change (grading, excavation, etc.) and the location of buildings, drains, lakes, streams, wetlands and other dominant features on the site. **All proposed temporary and permanent erosion control measures are to be shown on the sketch of site plan.**

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with PART 91 of Public Act 451 of 1994, as amended, its corresponding rules, applicable local ordinances and the documents accompanying this application.

**Applicant/Designated Agent Signature** *(designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Soil Erosion and Sedimentation Control Permit Agreement

**The landowner and permittee will be held responsible for following guidelines and permit requirements. Please be aware that additional SESC measures may be needed for your site.**

### *Minimum Requirements:*

- ◆ All land owners of sites disturbing 5 acres or more must submit a copy of their NPDES Notice of Coverage permit before beginning the earth change. The storm water operator's record should be available for inspector's review. Copies of other DEQ permits should be submitted with site plans as well.
- ◆ Best Management Practices (BMPs) are to be installed correctly before grading begins at the site. Information is available at our office or online at the Michigan Department of Environmental Quality website: <http://www.michigan.gov/deq>
- ◆ Stage construction and stabilization activities to minimize the amount of disturbed area.
- ◆ Remove sediment caused by soil erosion from storm runoff water before it leaves the site of the earth change or enters waters of the state.
- ◆ Place soil piles away from drainage courses. Soil piles must be protected from precipitation and wind with non-erosive cover or other BMPs. Remove any unused soil when grading is completed.
- ◆ Use silt fence and other measures as needed to control incidental release of sediment into drainage systems and water bodies.
- ◆ Provide an anti-tracking area for haul trucks and equipment. Sweep streets, parking lots and other paved areas regularly and as needed.
- ◆ Dust control must be implemented on all sites exposed to wind erosion.
- ◆ All information given on the application must be kept up-to-date. This includes responsible on-site person, permittee/landowner address and phone number, and revisions to the site plan. A copy of the permit must be available on-site.
- ◆ Daily stabilization is mandatory.

*Final Stabilization:* Seed (and mulch, where needed) all disturbed areas within 5 days of final grading. Remove all temporary erosion and sedimentation controls only after vegetation has been established. Evaluate if sediment entered the system during the work and initiate actions to have the storm system cleaned as appropriate. Clean sediment from detention basins to ensure appropriate design volumes are met.

*Penalties for Non-Compliance:* Penalties of Part 91 of Act 451 may include the issue of a cease and desist order or revocation of a permit upon its finding that there is a violation. The Kent County Road Commission can install or maintain control measures to bring a non-conforming site into compliance and bill the contractor and/or owner for the costs incurred.

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I have read and understand the Soil Erosion and Sedimentation Control Permit Agreement.

Sign \_\_\_\_\_ Date \_\_\_\_\_

David Bennett: 242-6901 ext 2997

Dave Beck: 242-6901 ext 2992

Kent County Road Commission  
Engineering Department, Soil Erosion Division  
1500 Scribner Avenue NW  
Grand Rapids, Michigan 49504

## PERMIT PROCEDURES

In accordance with Part 91 of Public Act 451 of 1994 and its corresponding general rules, permit requirements for an earth changes are as follows:

- A. An application for a state prescribed permit shall be submitted to the Kent County Road Commission by the land owner or an agent designated by the land owner.
- B. A Soil Erosion and Sedimentation Control plan must be submitted with the permit application. The plan must include the information required by Rule 1703.

*R 323.1703 Soil Erosion and sedimentation control plan requirements.*

Rule 1703. A person shall prepare a soil erosion and sedimentation control plan for any earth change identified in R 323.1704. A person shall design the plan to effectively reduce accelerated soil erosion and sedimentation and shall identify factors that may contribute to soil erosion and sedimentation, or both. The plan shall include, but not be limited to, all of the following:

- 1. A map or maps at a scale of not more than 200 feet to the inch or as otherwise determined by the county or local enforcing agency. A map shall include a legal description and site location sketch that includes the proximity of any proposed earth change to lakes or streams, or both (*including wetlands*); predominant land features; and contour intervals of slope description.
- 2. A soils survey or a written description of the soil types of the exposed land area contemplated for the earth change.
- 3. Details for the proposed earth changes, including all of the following: (a) A description and the location of the physical limits of each proposed earth change, (b) A description and the location of all existing and proposed on-site drainage and dewatering facilities, (c) The timing and sequence of each proposed earth change, (d) The location and description for installing and removing all proposed temporary soil erosion and sediment control measures, (e) A description and the location of all proposed permanent soil erosion and sediment control measures, (e) A program proposal for the continued maintenance of all permanent soil erosion and sediment control measures that remain after project completion, including the designation of the person responsible for the maintenance. Maintenance responsibilities shall become a part of any sales or exchange agreement for the land on which the permanent soil erosion control measures are located.

- C. The Soil Erosion and Sedimentation Control plan shall be reviewed by the Kent County Road Commission, or by a person trained and experienced in soil erosion and sedimentation control techniques.
- D. **The Kent County Road Commission shall approve, disapprove or require modification of the application for the earth change permit within thirty (30) calendar days following the receipt of the application and permit fee.** Notification of disapproval shall be made by certified mail. This requirement may be waived if the information is given to the applicant in person. If the application is disapproved, the Kent County Road Commission shall advise the applicant of the reasons for disapproval and the conditions required for approval.
- E. Upon determination that an applicant has met all of the requirements of these rules, the Sediment Act and General Rules, the Kent County Road Commission shall issue a permit for the proposed earth change. The permit shall be available on the site of the proposed earth change for inspection.
- F. An "Authorized Public Agency" is exempt from obtaining a permit but shall notify the Kent County Road Commission of each proposed earth change.

**SOIL EROSION AND SEDIMENTATION CONTROL PART 91 OF PUBLIC ACT 451**

**PERMIT FEES**

<b>CONDITION</b>	<b>SINGLE FAMILY DWELLING</b>	<b>GARAGE, DECK OR SFD ADDITION</b>	<b>DISTURBED AREA LESS THAN 1 ACRE</b>	<b>DISTURBED AREA 1-10 ACRES</b>	<b>DISTURBED AREA 10.1 ACRES &amp; UP</b>
Review of Plans	\$25.00		\$35.00	\$35.00/Acre	\$30.00/Acre
Permit Fee	\$25.00	\$25.00	\$25.00	\$50.00	\$75.00
Total Inspection Fee	<u>\$50.00</u>	<u>\$30.00</u>			
Monthly Inspection Fee			\$35.00	\$35.00 for first acre \$5.00 for each additional acre	\$80.00 increasing \$2.00 per acre over 10 acres (\$140.00 Maximum)
Minimum of 6 Months of Inspection Fees Required			<u>\$140.00</u>	<u>See Attached Table</u>	<u>See Attached Table</u>
	\$100.00 TOTAL	\$55.00 TOTAL	\$200.00 TOTAL	FEE VARIES	FEE VARIES

\* 6-month extension is \$50.00 for single-family dwellings, garages, decks, and SFD additions.

\* Extensions for all other projects are based on size of disturbed area multiplied by the number of months until development is stabilized and growth is established.

\* REVIEW, PERMIT AND MINIMUM INSPECTION FEES DUE WITH APPLICATION.

1. **If construction or earth change is started without permit, fees are doubled.**

2. If a violation occurs, which results in the permit being revoked, a new permit must be obtained and new fees paid.

3. No review fees will be charged for permit extensions, but inspection fees will be charged.

4. Additional fees will be charged for inspections due to non-compliance.

7/26/07