



County of Ottawa

Soil Erosion & Sediment Control Agency

Mike Munch
Erosion Control Agent

12220 Fillmore Rm. 141 West Olive, MI 49460

Phone (616) 994-4528
Fax (616) 994-4529

APPLICATION FOR SOIL EROSION & SEDIMENTATION CONTROL PERMIT (Part 91, of Act 451, of 1994, as amended)

A Soil Erosion & Sedimentation Control permit is required for all earth changes that disturb one or more acres of land, or that are within 500 feet of a lake, stream or county drain.

Your application and soil erosion and sedimentation control plan will be reviewed by this office, a site inspection will be made and if no additional information is needed a permit will be issued. **Review of application and soil erosion and sedimentation control plan can take up to 30 days upon receipt of completed application. No earthwork shall commence prior to obtaining a Soil Erosion & Sedimentation Control Permit from this office. Projects starting without a permit may be subject to appropriate fines and civil penalties.**

Form must be completed in its entirety. A permit will not be issued until all information required for both application and plan are received by this office, along with applicable fees.

If you have any questions or are in need of assistance in filling out the application, please call this office at (616) 994-4528.

Please make check payable to: **OTTAWA COUNTY SESC**

Mail or drop off all necessary information to:

**Mike Munch, SESC Agent
Drain Commissioner's Office
12220 Fillmore Rm. 141
West Olive, MI 49460**

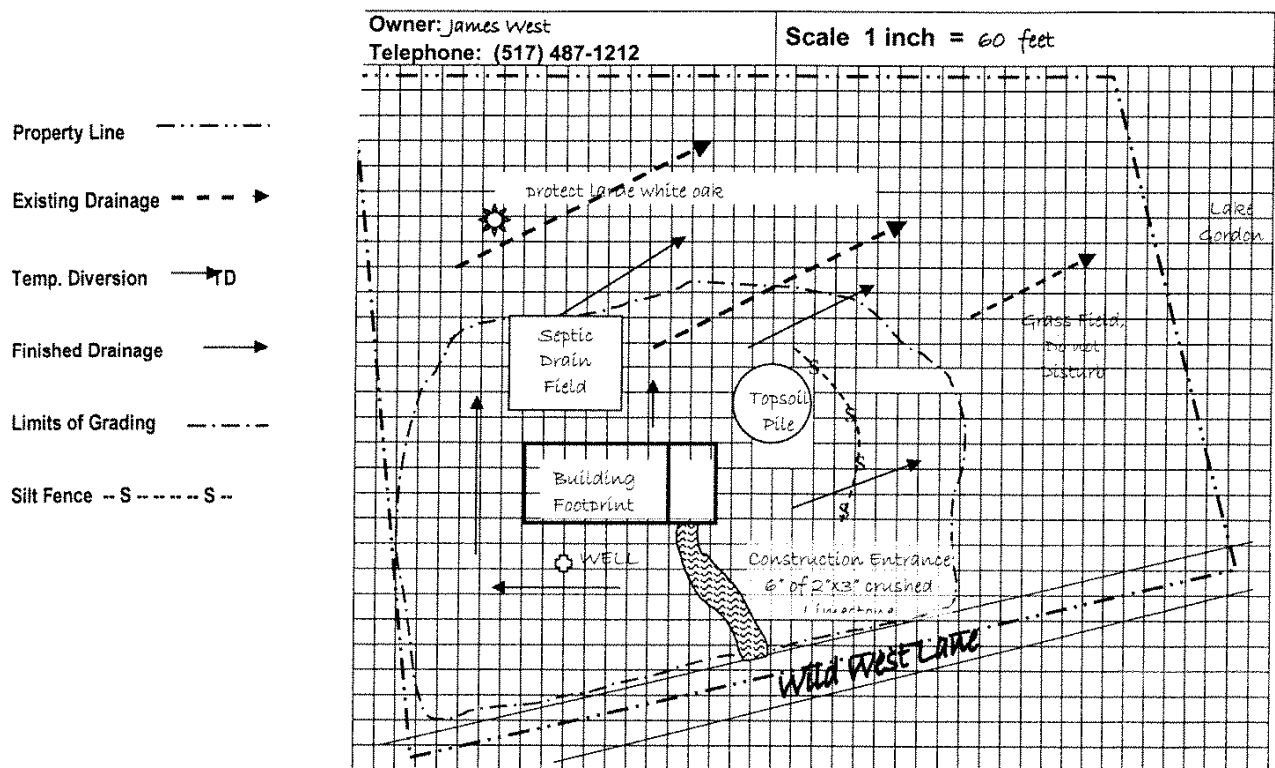
SESC Plan Requirements

****All permit applications MUST contain the following information,****
**** or they will be returned to the applicant.****

Applicants must design the plan to effectively reduce accelerated soil erosion and sedimentation control and shall identify factors that may contribute to soil erosion or sedimentation, or both. The plan shall include, but not be limited to, ALL of the following:

- (A) A map, or maps, at a scale or 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; predominant land features; and contour intervals or slope description.
- (B) A soil survey or a written description of the soil types of the exposed land area contemplated for the earth change.
- (C) **Details for proposed earth changes, including ALL of the following:**
 - 1. A description and the location of the physical limits of each proposed earth change.
 - 2. A description of site slopes both pre and post construction.
 - 3. A description and the location of all existing and proposed on-site drainage and de-watering facilities.
 - 4. The timing and sequence of each proposed earth change.
 - 5. The location and description for installing and removing all proposed temporary soil erosion and sediment control measures.
 - 6. A description and the location of all proposed permanent soil erosion and sediment control measures.
 - 7. 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.

SAMPLE



**OTTAWA COUNTY
SOIL EROSION & SEDIMENTATION CONTROL
PERMIT APPLICATION**

PROJECT NAME/DESCRIPTION _____

Detailed Project Description _____

PROPERTY Tax ID/Parcel # _____ **City/Village/Twp** _____ **Sec #** _____

(CIRCLE ONE)

Address _____ **Subdivision** _____ **Lot** _____

LANDOWNER

Name / Company _____ **Contact Person:** _____

Address _____ **City** _____ **State** ____ **Zip** _____

Phone () _____ **Fax** () _____ **Mobile** () _____ **E-Mail** _____

"ON-SITE" PERSON RESPONSIBLE FOR EARTH CHANGE

Company _____ **Contact Person:** _____

Address _____ **City** _____ **State** ____ **Zip** _____

Phone () _____ **Fax** () _____ **Mobile** () _____ **E-Mail** _____

CONTRACTOR

Company _____ **Contact Person:** _____

Address _____ **City** _____ **State** ____ **Zip** _____

Phone () _____ **Fax** () _____ **Mobile** () _____ **E-Mail** _____

ENGINEER

Company _____ **Contact Person:** _____

Address _____ **City** _____ **State** ____ **Zip** _____

Phone () _____ **Fax** () _____ **Mobile** () _____ **E-Mail** _____

¶ SIZE OF EARTH CHANGE

Total site (lot) size, in acres _____ **Total size of disturbance** _____ acres sq ft (CHECK ONE)

¶ LOCATION OF NEAREST WATER FEATURE - IF WITHIN 500 FEET

Distance to nearest water feature / feet _____ **Name and/or Type of water feature** _____

¶ SOIL INFORMATION

Types of soils being disturbed on site: _____

(Derived from) **Soil Survey** _____ **Soil Borings** _____ **Other** _____

¶ SITE STABILIZATION

Permanet Stabilization Will Be Achieved By:

Lawn/Landscaping Pavement/Gravel Woodchips Other: _____

SOIL EROSION & SEDIMENTATION CONTROL PLAN (See the Plan Checklist for required info.)

Prepared by: _____

Company: _____ Contact Person: _____ Phone () _____

EARTH CHANGE DESCRIPTION

Additional Earth Change Information (CHECK YES OR NO)

- Is the earth-moving activity five or more acres in size with a direct discharge of storm water to a lake, stream or wetland? Yes No If yes, an NPDES permit may be required from MDEQ storm water unit @ (616) 356-0217.
- Will work be occurring near or in an inland, lake, stream, floodplain or wetland? Yes No If yes, permit(s) may be required from MDEQ, (616) 356-0500.
- Will de-watering occur? Yes No If yes, supply a plan indicating method i.e. sock tile or well point and where discharge will be.
- Will designated county drain be affected? Yes No If yes, contact the Ottawa County Drain Commissioner's Office.

CONSTRUCTION SCHEDULE

Proposed Start Date: _____ Proposed Completion Date: _____

Construction/SESC Measure Installation Sequence	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

PERFORMANCE GUARANTEE (required for projects where 10 or more acres are being disturbed)

A bond may also be required for sites under 10 acres at the discretion of the enforcing agent.

Estimated cost of Erosion and Sedimentation Control \$ _____

Performance Guarantee (Estimated cost plus 10%) \$ _____ Bond Letter of Credit

Contact our office for a standard bond or letter of credit form.

SIGNATURE

I, the Landowner, hereby certify that the above information is accurate to the best of my knowledge, I (we) will conduct the previously described earth change in accordance with Part 91, of Act 451, of 1994, formerly Act 347, and agree to conform to all applicable laws/requirements of the State of Michigan and Ottawa County.

Landowner/Signature _____ Print Name _____ Date _____

**** LANDOWNER SIGNATURE REQUIRED ON THIS APPLICATION FORM. ****

IF LANDOWNER CHOOSES TO USE A DESIGNATED AGENT, A WRITTEN STATEMENT FROM LANDOWNER IS REQUIRED, AUTHORIZING THE AGENT TO SECURE PERMIT IN LANDOWNER'S NAME.

THIS AUTHORIZATION MUST BE SUBMITTED WITH APPLICATION, AND MUST INCLUDE ALL CONTACT INFORMATION FOR THE DESIGNATED AGENT.

FEE SCHEDULE

At the time of application, the total fee will be required before the actual plan review will commence. Should the project be cancelled prior to a review and site inspection by this office, the fee will be refunded upon written request to the Soil Erosion and Sedimentation Control Agency.

Fees are as follows: *Fees are based on acreage disturbed - (acreage shall be rounded up).*

Subdivisions or Multiple Lot Developments, Condos, Apartment Complexes, Mobile Home Parks, Commercial, Industrial Developments, Service Facilities, Schools and Churches:

Up to 1 acre.....	\$ 180.00
Each additional acre.....	\$ 30.00

Cut & Fill Operations:

Under 1 acre.....	\$ 60.00
1 st acre.....	\$ 120.00
Each additional acre.....	\$ 30.00

Single Family Home / Duplex:

Up to 1 acre.....	\$ 60.00
Each additional acre.....	\$ 10.00

Residential, minor projects, single family home demolition:..... \$ 35.00

Transportation Facilities, Utilities, Oil & Mineral Wells:

Up to ½ mile.....	\$ 120.00
Each additional mile.....	\$ 45.00

Water Impoundments, Construction or Improvements:

Ponds less than ¼ acre.....	\$ 60.00
Ponds ¼ acre or more.....	\$ 120.00
Waterway construction or improvement.....	\$ 60.00

Sand & Gravel Mining Operations:

1 st acre.....	\$ 240.00
Each additional acre.....	\$ 10.00
* <u>Extension</u> (per acre).....	\$ 10.00

Permit Extension Fees - *(other than sand and gravel mining operations):

Standard \$30.00 per acre for portion of project not complete - (*acreage shall be rounded up*).

Permit Waiver Fee - \$10.00

Assurance of Compliance Bond:

A bond will be required in the amount of the estimated cost of erosion and sedimentation controls plus 10%, prior to the approval of a permit on sites 10 acres or greater in size; in the form of surety bond, certified check or irrevocable bank letter of credit, whichever the applicant selects. *A bond may also be required for sites under 10 acres at the discretion of the enforcing agent.*

**** Please make checks payable to: OTTAWA COUNTY S.E.S.C ****