



**County of Ottawa**  
**Soil Erosion & Sediment Control Agency**

Jon Braxmaier  
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:

**SESC**  
**Water Resources Commissioner's Office**  
**12220 Fillmore Rm. 141**  
**West Olive, MI 49460**

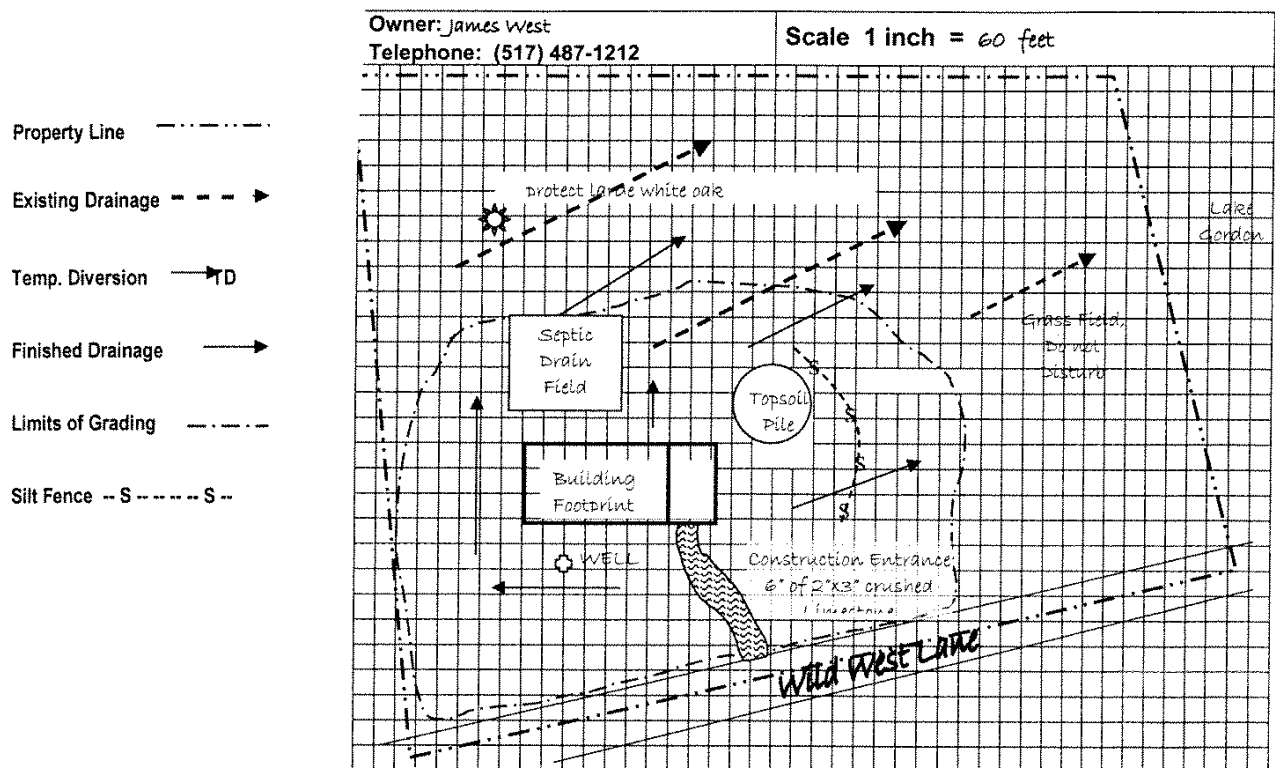
# SESC Plan Requirements

**\*\*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**

**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**

**Permanent 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 Water Resources 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)

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

Performance Guarantee (\$1,000.00 per acre of disturbed area) \$ \_\_\_\_\_

Performance Guarantee may be in the form of a bond, letter of credit, or a surety check.

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

## 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.**

# SOIL EROSION & SEDIMENTATION CONTROL PLAN

## SESC PLAN CHECKLIST

- Scaled Map
- Project Location
- Location of all nearby watercourses, lakes, wetlands, and drainage facilities
- Description of site slopes / contours (Pre & Post Construction)
- Limits of proposed earth change
- Property lines and boundaries
- Location of temporary SESC controls
- Location of permanent controls and proposal for continued maintenance of permanent erosion controls
- Location and protection of all proposed soil stockpiles
- Locations and methods for all site dewatering
- Wetland limits and 100 year floodplain elevations
- All site phasing that will occur
- Soil Type \_\_\_\_\_

<b>Owner Name:</b> <b>Telephone Number:</b>	<b>Location of Project:</b> <b>SCALE 1" =            FEET</b>

# FEE SCHEDULE

At the time of application, the total fee will be required before the actual plan review will commence.

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

**Subdivisions or lot developments, Condos, Apartment Complexes, Mobile Home Parks, Commercial, Industrial Developments, Service Facilities, Schools, Parking Lots Churches, including additions or demolitions:** **(permit max of 2 yrs.)**

Up to 1 acre.....	\$200.00
Each additional acre.....	\$ 30.00

**Cut & Fill Operations:** **(permit max of 2 yrs.)**

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

**New Single Family Homes/Duplexes:** **(permit max of 1 yr.)**

Up to 1 acre.....	\$100.00
Each additional acre.....	\$ 10.00

**Minor projects:**  
septic systems, single family home demolition, single family home activities up to 750sf; anything over 750 sf falls under the new single family home category: **(permit max of 1 yr.)**

.....	\$ 50.00
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**Transportation Facilities, Sidewalk, Trails, Utilities, Oil & Mineral Wells: (permit max of 1 yr.)**

Up to ½ mile.....	\$120.00
Each additional mile or fraction there of.....	\$ 45.00

**Water Impoundments, Construction or Improvements:** **(permit max of 1 yr.)**

Ponds and wetlands up to an acre.....	\$120.00
Each additional acre.....	\$ 10.00
Waterway construction or improvement up to ½ mile.....	\$120.00
Each additional mile of fraction there of.....	\$ 45.00

**Sand & Gravel Mining Operations:** **(permit max of 5 yrs.)**

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

**Extension of Permit Fee.** \*(other than sand and gravel mining operations):  
**Ext. max 1 yr.** Standard \$30.00 per acre for acreage still unstabilized (acreage shall be rounded up)

**Permit Waiver Fee, No Permit Necessary Letter..... \$10.00**

**Assurance of Compliance Bond..... \$1,000.00 per acre**

A bond will be required 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. \$1,000.00 per acre disturbed. A bond may also be required for any site at the discretion of the enforcing agent.

**\*\* Please make checks payable to: OTTAWA COUNTY SESC \*\***