

# PERMIT APPLICATION for Part 91 SOIL EROSION AND SEDIMENTATION CONTROL (SESC Permit)

THE CITY OF



COMMUNITY PLANNING & DEVELOPMENT  
415 STOCKBRIDGE  
KALAMAZOO, MI 49001  
269-337-8026

## Required documents/documentation:

A Soil Erosion and Sediment Control Plan including drawings and documentation to clearly describe the proposed earth change which describes steps to be taken to effectively reduce accelerated soil erosion and sediment or both, and which shall include but not be limited to the following information:

- A MAP AT A SCALE OF NOT MORE THAN 200 FEET TO THE INCH INCLUDING A LEGAL DESCRIPTION AND SITE LOCATION SKETCH WHICH INCLUDES THE PROXIMITY OF ANY PROPOSED EARTH CHANGES TO LAKES OR STREAMS, OR BOTH; AND CONTOUR INTERVALS OR SLOPE DESCRIPTION.
- A SOILS SURVEY OR WRITTEN DESCRIPTION OF THE SOIL TYPES OF THE EXPOSED LAND AREA CONTEMPLATED FOR EARTH CHANGE.
- A DESCRIPTION AND LOCATION OF THE PHYSICAL LIMITS OF EACH PROPOSED EARTH CHANGE.
- A DESCRIPTION AND LOCATION OF ALL EXISTING AND PROPOSED ON-SITE DRAINAGE FACILITIES.
- THE TIMING A SEQUENCE OF EACH PROPOSED EARTH CHANGE.
- A DESCRIPTION AND THE LOCATION OF ALL PROPOSED TEMPORARY SOIL EROSION CONTROL MEASURES.
- A DESCRIPTION AND LOCATION OF ALL PROPOSED PERMANENT SOIL EROSION CONTROL MEASURES.
- A PROGRAM PROPOSAL FOR THE CONTINUED MAINTENANCE OF ALL PERMANENT SOIL EROSION CONTROL FACILITIES WHICH REMAIN AFTER THE PROJECT COMPLETION, INCLUDING THE DESIGNATION OF THE PERSON RESPONSIBLE FOR THE MAINTENANCE. (SUCH MAINTENANCE RESPONSIBILITIES SHALL BECOME PART OF ANY SALES OR EXCHANGE AGREEMENT FOR THE LAND ON WHICH THE PERMANENT SOIL EROSION CONTROL MEASURES ARE LOCATED)

APPLICATION DATE \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ FEE \$ \_\_\_\_\_ PERMIT # **ENV** \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

AUTHORITY: PART 91, 1994 PA451 & CHAPTER 30 COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	THIS DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
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**1. APPLICANT** (Please check if applicant is the landowner or designated agent\*)

NAME <input type="checkbox"/> LANDOWNER <input type="checkbox"/> DESIGNATED AGENT			
ADDRESS			
CITY	STATE	ZIP CODE	AREA CODE / TELEPHONE NUMBER

**2. LOCATION**

SECTION	TOWN	RANGE	TOWNSHIP	CITY / VILLAGE	COUNTY
SUBDIVISION		LOT NO.	PROPERTY TAX ID NUMBER	STREET ADDRESS	

**3. PROPOSED EARTH CHANGE**

PROJECT TYPE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> LAND BALANCING	
DESCRIBE PROJECT	SIZE OF EARTH CHANGE (acres or square feet)
NAME OF AND DISTANCE TO NEAREST LAKE, STREAM, OR DRAIN	DATE PROJECT TO START
	DATE PROJECT TO BE COMPLETED

**4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN** (Refer to Rule 323.1703)

<b>Note: _____ complete sets of plans must be attached.</b>	ESTIMATED COST OF EROSION AND SEDIMENT CONTROL
	PLAN PREPARER'S NAME AND TELEPHONE NUMBER
	AREA CODE

**5. PARTIES RESPONSIBLE FOR EARTH CHANGE**

NAME OF LANDOWNER (If not provided in Box No. 1 above)		ADDRESS	
CITY	STATE	ZIP CODE	AREA CODE / TELEPHONE NUMBER
NAME OF INDIVIDUAL "ON SITE" RESPONSIBLE FOR EARTH CHANGE		COMPANY NAME	
ADDRESS	CITY	STATE	ZIP CODE
		AREA CODE / TELEPHONE NUMBER	

**6. PERFORMANCE BOND**

AMOUNT REQUIRED \$ _____	<input type="checkbox"/> CASH	<input type="checkbox"/> CERTIFIED CHECK	<input type="checkbox"/> IRREVOCABLE LETTER OF CREDIT	<input type="checkbox"/> SURETY BOND
NAME OF SURETY COMPANY				
ADDRESS	CITY	STATE	ZIP CODE	AREA CODE / TELEPHONE NUMBER

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, Soil Erosion Sedimentation Control, of the Natural Resource and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.		
LANDOWNER'S SIGNATURE	PRINT NAME	DATE
DESIGNATED AGENT'S SIGNATURE*	PRINT NAME	DATE

\*Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.

Project Name/Landowner: \_\_\_\_\_ SESC Permit # \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_

Construction Sequence	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<i>Temporary SESC Measures Installed</i>												
• Silt Fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rock Access Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Erosion Control Blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Inlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sediment Basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Strip &amp; Stockpile</i>												
<i>Rough Grading</i>												
<i>Building Construction</i>												
<i>Final Grade</i>												
<i>Permanent SESC Measures Installed</i>												
• Sediment Basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Seeding/Mulch/Landscaping-Vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pavement/Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Removal of Temporary SESC Measures</i>												

Briefly describe the maintenance plan (include responsible party) for each temporary and permanent SESC measure.

Measure	Responsible Party	Maintenance Plan
Silt Fence		
Buffer Strips		
Catch Basins/Inlets		
Street Sweeping		
Seeding/Mulch		
Storm Ponds/Sediment Basins		
Other:		

## Soil Erosion Sedimentation Control (SESC) Program Plan Evaluation Checklist

Project Name: \_\_\_\_\_ Reviewing Agency: \_\_\_\_\_

SESC Plans		Comments:
1	<input type="checkbox"/> Scaled Drawing (<200' = 1")	
2	<input type="checkbox"/> Legal Description	
3	<input type="checkbox"/> Site Location Sketch	
4	<input type="checkbox"/> Proximity to Lakes & Streams	
5	<input type="checkbox"/> Predominant Land Features	
6	<input type="checkbox"/> Contours/Slope	
7	<input type="checkbox"/> Soils	
8	<input type="checkbox"/> Limits of Earth Change	
9	<input type="checkbox"/> Drainage & Dewatering Facilities	
10	<input type="checkbox"/> Timing & Sequence of Earth Change	
11	<input type="checkbox"/> Temporary SESC Measures (location, install & removal info)	
12	<input type="checkbox"/> Permanent SESC Measures (location & install info)	
13	<input type="checkbox"/> Maintenance Program for Permanent SESC Measures	

Project Plan Evaluation Status

- Approved
- Not Approved (Provide Reason)

Reason: \_\_\_\_\_

SESC Plan Reviewer Name: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

## **APPLICANT RESPONSIBILITIES**

All construction or work for which a permit is required shall be subject to inspection by the City and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the City.

- It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.
- It shall be the duty of the person doing the work authorized by permit to notify the Building Official that such work is ready for inspection.
- Every request for inspection must be scheduled at least one (1) working day before such inspection is desired.
- It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.
- Final Inspection: To be made after all finished work is completed.
- Other Inspections: In addition to the required inspections specified above, the City may make or require other inspections of any work to ascertain compliance with the provisions of the Soil Erosion and Sedimentation Control (SESC) and other laws and ordinances which are enforced by the City.
- Re-inspections: A re-inspection fee may be assessed when such portion of work for which a re-inspection is scheduled, but is not complete or when required corrections are not made.

## **CERTIFICATE OF COMPLETION**

- Certificate of Completion: It is the applicants responsibility to contact the City to request a Certificate of Completion after all final inspections have been conducted and approved.
- Issuance: After the City inspects the work and finds no violations of the provisions of applicable codes or other laws and ordinances that are enforced by the code enforcement agency, the City shall issue a Certificate of Completion.

## **EXPIRATION OF PERMIT**

- A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within sixty days (60) after issuance of the permit or if the authorized work is suspended or abandoned for a period of sixty days (60) after the time of commencing the work.