

## **ALL APPLICATIONS MUST INCLUDE:**

1. A complete soil erosion and sediment control plan and application form must be furnished. Incomplete applications will be returned to the applicant to complete.

\*\* Application page

\*\*Project site location direction page

\*\*Site diagram for residential construction site page

\*\*Check list for preparing—control plan page

\*\*Fee payment

2. These plans must include an accurate delineation of the area of earth change and the distance of this change from the water and adjacent property.

3. Be sure to include the signatures of the landowner and the responsible on-site person at the bottom of the application page.

**NOTICE:** If there is no signed agreement between a designated agent and the property owner that addresses who is responsible for obtaining a Soil Erosion Permit, the property owner will incur all costs for violations.

4. The office has 30 days from receiving a completed application to review and issue a soil erosion permit.

5. Soil Erosion Materials and Containment measures may NOT be removed until final inspection and permit close out is issued.

Notify this office when project has begun and when the project has been completed. We will make arrangements to perform site inspections to close out your permit when work has ended.

## **Soil Erosion and Sedimentation Control Office**

Handout sheet re: timeline for permitting

To assist you in receiving your soil erosion and sedimentation control (SESC) permit (soil erosion permit), here is a timeline on what needs to be done in this order.

1. (If required) obtain an EGLE permit before filing out your request for a soil erosion permit from the Manistee Soil Erosion office
2. Once you have received the EGLE permit, fill out the soil erosion application paperwork and submit it with a check to the Manistee County Soil erosion office
3. Once the application has been reviewed and found to be complete, the site has been inspected and your plans approved by the SESC officer, the office will issue the permit to you, usually within 30 days (winter weather is a factor)
4. Before you can begin any work on the site, post your permit where it is visible from the road
5. Then, and only then, may you begin work

Once construction has begun, the SESC officer will conduct an inspection to ensure that all soil protection measures (as shown on your site plans) are properly in place.

During construction, the SECS office will make several site visits to document that soil and sedimentation control measure are in place and being maintained.

Once construction is completed and soil remediation measures have been followed and show evidence of growth, such as the planting of grass with well-established vegetation etc., the SESC officer will inspect the site and at this time can either close out the permit or they will notify you of any additional measures that need to be taken.

If you follow these steps in this order, your project will go more smoothly. Please follow the steps and join us in our efforts to protect our state's precious water. If you have any questions, please contact our office.

Glenn C Zaring  
Inspector/Officer  
Soil Erosion and Sedimentation Control  
Manistee County, MI



**SOIL EROSION & SEDIMENTATION CONTROL**

(231) 723-6041

Fax (231) 398-3526

planning@manisteecountymi.gov

Manistee County Courthouse, 395 Third Street Manistee, Michigan 49660

**PERMIT APPLICATION for Part 91 SOIL EROSION AND SEDIMENTATION CONTROL**

**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:	Phone Number: (    )		

**2. PROJECT LOCATION**

Section:	Town:	Range:	Township:	City/Village:	County: <b>Manistee</b>
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 <b>AND</b> Distance to Nearest Lake, Stream, or Drain:				Project Start Date:	Project End Date:

**4. PARTIES RESPONSIBLE FOR EARTH CHANGE**

Name of landowner (if not provided in section 1 above):			Address:		
City:			State:	Zip code:	Phone Number: (    )
Name of Individual <b>"On Site"</b> responsible for Earth Change:			Company Name:		
Address:		City:	State:	Zip Code:	Phone Number: (    )

**5. PARTY SIGNATURES**

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 and 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 SITE LOCATION DIRECTIONS

Please submit this information to assist staff in locating your project site. This will avoid delays in processing your inspections due to staff being unable to locate your project site. The following page is in addition to the site location map.

### ADDRESS INFORMATION

Property Address:
Where is address visible? <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Mailbox <input type="checkbox"/> Sign <input type="checkbox"/> Other:
Name of Access Road to Project:
Road Surface & Type: <input type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Seasonal
Name of Nearest Crossroad:
Distance to Crossroad in Miles and Tenths:

### PHYSICAL DESCRIPTION

Is there a house or other building at the site visible from the road? <input type="checkbox"/> Yes <input type="checkbox"/> No
What color is the house or building?
What style of building is visible from the road? <input type="checkbox"/> Ranch <input type="checkbox"/> Gambrel <input type="checkbox"/> Cape Cod <input type="checkbox"/> Chalet <input type="checkbox"/> Colonial <input type="checkbox"/> Garage <input type="checkbox"/> Pole Barn <input type="checkbox"/> Other
Are all the corner stakes marked? <input type="checkbox"/> Yes <input type="checkbox"/> No
If vacant, what is the closest visible address to property?
If helpful, please describe the best and nearest visible landmark to the project along with driving directions to the site:

# Site Diagram for Residential Construction Sites

Site Diagram Scale 1 inch \_\_\_\_\_ feet

	<b>INFORMATION NEEDED</b> Please draw a scaled map of site location, the location of the body of water, than indicate the following:
	—— Indicates area disturbed by digging or revegetation
	—— Indicates property lines
	——→ Indicates direction or rain runoff on slope
	HP+ Indicated the highest point of area involved in the soil disturbance
	-.-.- Installed silt fence proposed
	○ Indicates stock piles of soil
	<<<< Indicates area of lawn, trees, field, Etc....
	N Indicates where direction north is Located
	←??→ Please indicate distance to water
	Slope information _____
	Type of soil _____

Date planned for silt fence installation \_\_\_\_\_

Date planned for revegetation of disturbed area \_\_\_\_\_

Project Location \_\_\_\_\_

Builder/Contractor \_\_\_\_\_

Worksheet Completed by \_\_\_\_\_ Date \_\_\_\_\_

Property Description (must be provided)

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# A Check List for Preparing Your Soil Erosion and Stormwater Control Plan

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

- |    |                          |                          |   |
|----|--------------------------|--------------------------|---|
|    | <b>Completed</b>         | <b>Not Applicable</b>    |   |
|    | Completed                | Not Applicable           |   |
| 1. | <input type="checkbox"/> |                          | North arrow, scale, and site boundary. Indicated and name adjacent streets or roadways. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Location of existing drainageways, streams, rivers, lakes, wetlands, or well.           |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Location of storm sewer inlets.   |
| 4. | <input type="checkbox"/> |                          | Location of existing and proposed buildings and paved areas.                            |
| 5. | <input type="checkbox"/> |                          | The disturbed area on the lot.  |
| 6. | <input type="checkbox"/> |                          | Approximate direction of slopes before grading operations.                              |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Overland runoff (sheet flow) coming onto the site from adjacent areas.                  |

## Site Characteristics

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
|     | <b>Completed</b>         | <b>Not Applicable</b>    |   |
|     | Completed                | Not Applicable           |   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Location of temporary soil storage piles.   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Location of sediment controls that will prevent eroded soil from leaving the site.  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Location of practices to control erosion on steep slopes (greater than 10% grade).<br><i>Note: Such practices include maintaining existing vegetation, placement, of additional sediment fences, diversions, and re-vegetation by sodding or by seeding with use of erosion control mats.</i> |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Location of other planned practices not already noted.  |

## Erosion Control Practices

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
|     | <b>Planned</b>           | <b>Not Planned</b>       |   |
|     | Planned                  | Not Planned              |   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Temporary stabilization of disturbed areas.   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Permanent stabilization of site by re-vegetation or other means as soon as possible (ground cover and/or lawn establishment).<br>Indicate re-vegetation method: <input type="checkbox"/> Seed <input type="checkbox"/> Sod <input type="checkbox"/> Other _____<br>Expected date of permanent re-vegetation: _____<br>Re-vegetation responsibility of: <input type="checkbox"/> Builder <input type="checkbox"/> Owner/Buyer<br>Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov 15?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

## Management Strategies

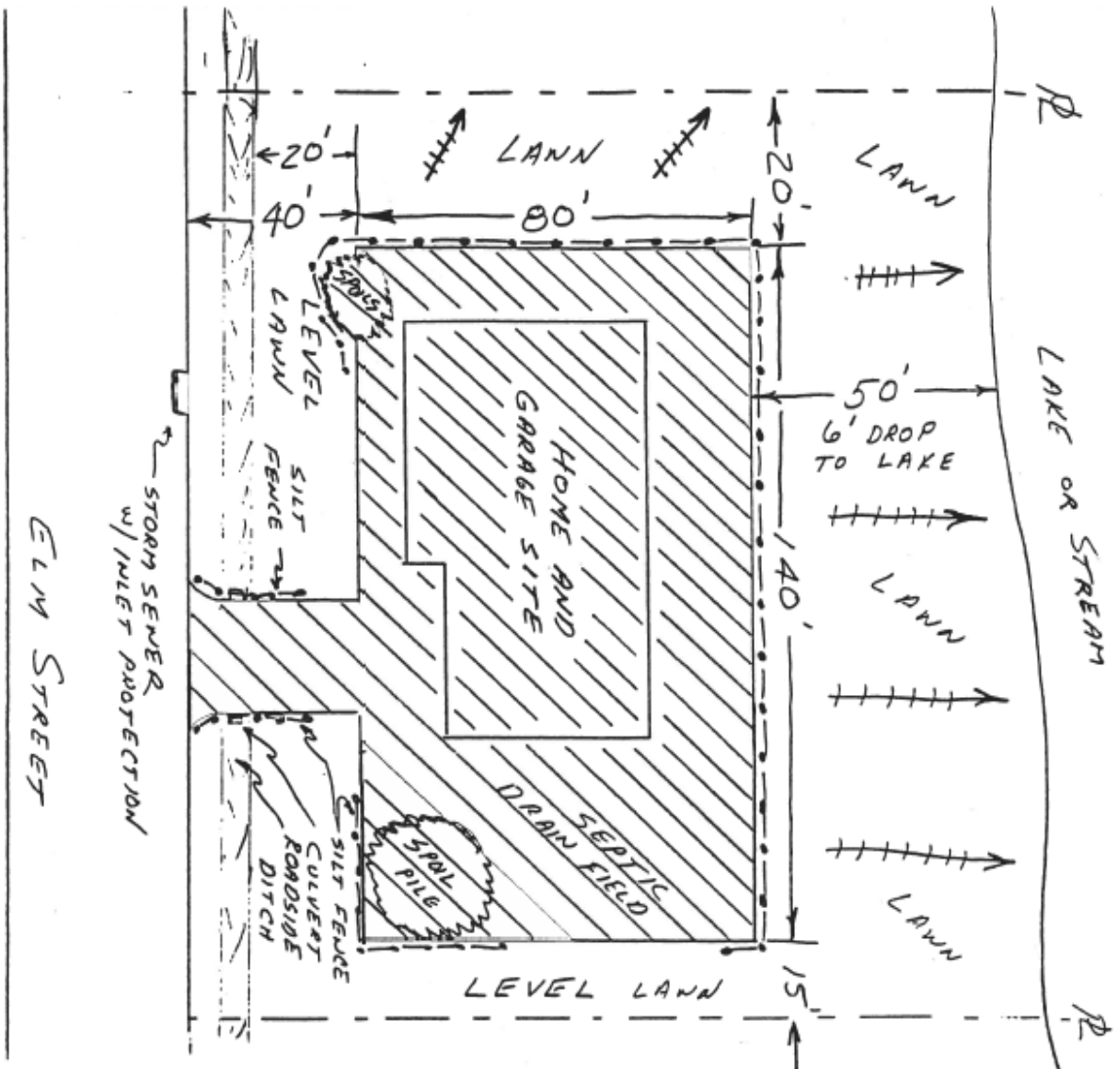
Indicate management strategy by checking (✓) appropriate box.

- |     |                          |                          |  |
|-----|--------------------------|--------------------------|--|
|     | <b>Planned</b>           | <b>Not Planned</b>       |  |
|     | Planned                  | Not Planned              |  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Trapping sediment during well drilling operations.<br><i>Note: Sediment-laden discharge water from pumping operations should be ponded behind a Sediment barrier until most of the sediment settles out.</i>   |
| 15. | <input type="checkbox"/> |                          | Maintenance of erosion control practices. <ul style="list-style-type: none"> <li>• Sediment will be removed from behind silt fences before it reaches a depth that is equal to half the barrier's height.</li> <li>• Breaks and gaps in sediment fences will be repaired immediately.</li> <li>• All sediment that moves off-site due to construction activity will be cleaned up immediately.</li> <li>• All sediment that moves off-site due to storm events will be cleaned up immediately.</li> <li>• All installed erosion control practices will be maintained until disturbed area are permanently stabilized.</li> </ul> |

Maintenance is responsibility of:  Builder  Owner/Buyer

For more assistance on plan preparation, contact your County Drain Commissioner/Soil Erosion Control Office

**SAMPLE SITE PLAN**



SOIL - SANDY LOAM

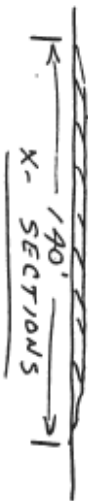
INDICATES DIRECTION OF SLOPE

INDICATES AREA OF EARTH CHANGE

SILT FENCE



FILL 2' ABOVE GRADE - SIDE SLOPES 3H:1V OR FLATTER

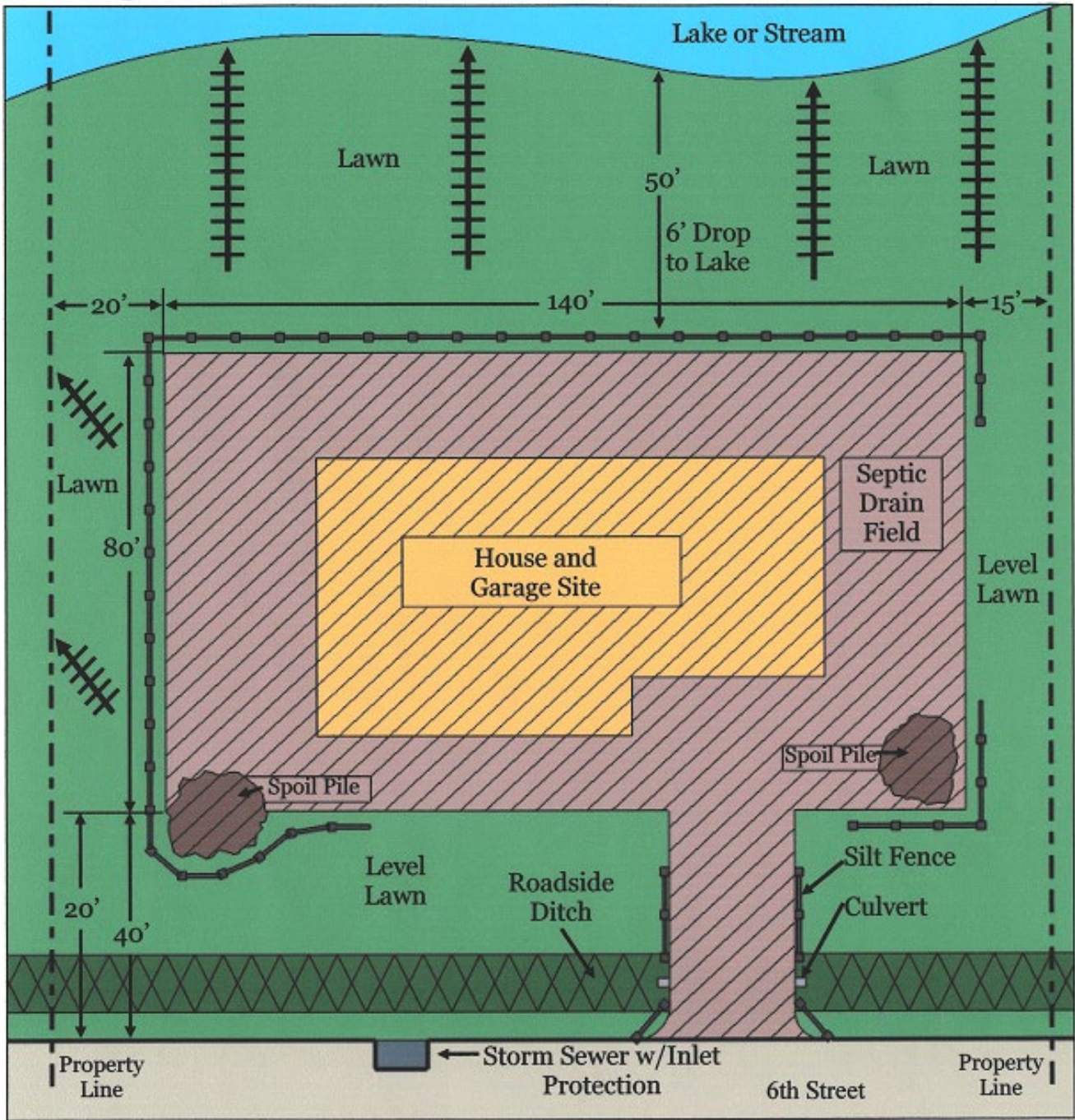


**SCHEDULE**




- 6/15 - INSTALL PERIMETER SEDIMENT CONTROLS
- 6/17 - GRADE SITE
- 6/17 - 9/10 - CONSTRUCTION OF HOME
- 9/15 - PAVE DRIVEWAY
- 9/15 - 9/20 - FINAL GRADE, SEED AND MULCH
- REMOVE PERIMETER CONTROLS WHEN GRASS IS ESTABLISHED

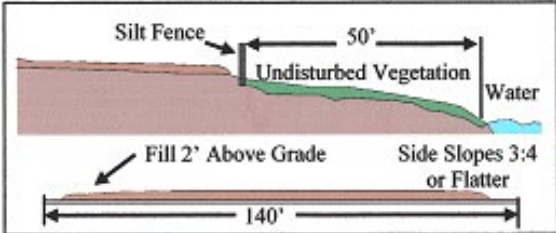


# Sample Site Plan: Soil Erosion and Sediment Control Plan



**Legend**

-  Area of Disturbance
-  Direction of Slope
-  Silt Fence



**Schedule**

- 6/15 - Install perimeter sediment controls
- 6/17 - Grade site
- 6/17 to 9/10 - Construction of home
- 9/15 - Pave driveway
- 9/15 to 9/20 - Final grade, seed and mulch, perimeter controls will be removed when grass is established.



**Fee Schedule: Soil Erosion and Sediment Control Program**

**When is a Soil Erosion Permit Required?**

An application is required for any soil disturbance:

- Within 500 feet of surface water, i.e., river, lake, or stream
- Within 500 feet of a county drain
- Earth changes over 1 acre of land, no matter distance to water, or drain
- Site has greater than 20% slope

**Site Priority Matrix**

Project Priority	Description
<b>High Priority (3)</b>	Earth change $\geq$ 5 acres <b>OR</b> Property has direct connection (immediately adjacent to or within the property) to surface water
<b>Moderate Priority (2)</b>	Earth Change with one or more of the following: <ul style="list-style-type: none"> <li>• Slopes of 20% or more</li> <li>• County drainage easement adjacent to or within property</li> </ul>
<b>Low Priority (1)</b>	Earth change $>$ 1 acres but $<$ 5 acres <b>AND</b> no direct connection to surface water <b>OR</b> Earth change within 500 feet of surface water with no direct connection to surface water

**RESIDENTIAL Priority Fee Schedule - Permit Fee**

Permit duration of 12 months, Scaled Site Plan Required

Project Type	High Priority (3)	Moderate Priority (2)	Low Priority (1)
Residential New Construction	\$650	\$450	\$250
Existing Residential (Garage, Addition, Outbuilding, etc.)	\$450	\$350	\$200
Septic Systems Replacement	\$300	\$200	\$100

**COMMERCIAL/INDUSTRIAL Priority Fee Schedule - Permit Fee**

Permit duration of 12 months

3 sets of Sealed Plans Required

All non-residential site plans will be prepared by an engineer, licensed to practice in the state of Michigan.

Project Type	High Priority (3)	Moderate Priority (2)	Low Priority (1)
Commercial/Industrial Base Fee (up to 1 acre) *Includes agriculture sites that are not exempted.	\$1000 (Base Fee) \$50/acre ( $>$ 1 acre)	\$800 (Base Fee) \$50/acre ( $>$ 1acre)	\$600 (Base Fee) \$50/acre( $>$ 1acre)
Public Parks and Trails.	\$200	\$150	\$100



Project Type	High Priority (3)	Moderate Priority (2)	Low Priority (1)
Utilities (underground) up to 1 mile	\$200 (Base Fee) \$50/each additional ½ mile	\$200 (Base Fee) \$50/each additional ½ mile	\$200 (Base Fee) \$50/each additional ½ mile
Condos/Subdivisions (up to 1 acre)	\$1000 (Base Fee) \$90/acre (> 1 acre)	\$500 (Base Fee) \$70/acre (>1acre)	\$300 (Base Fee) \$50/acre (>1acre)
Roads/Driveways/Access drives up to ½ mile Every ½ mile afterwards	\$150.00 \$50	\$100 (Base Fee) \$50	\$50 (Base Fee) \$50
Existing Extraction Sites \$400 base fee \$50 for each additional acre over 5 acres Extraction permits may be extended for 5 years. After 5 years a new permit will have to be applied for.	\$400+	\$400+	\$400+

### Other Fees:

Permit Amendments	\$50 – administrative only \$100 – requires additional fieldwork
Permit Transfer Fee	\$50, copy of Warranty Deed Required and Permit Transfer Form required
Residential Permit Extension	½ of the original permit fee for up to 12 months, not to exceed 2 years from original issue date
Commercial/Industrial Permit Extension	½ of the original permit fee for up to 12 months, after first extension permit must be reapplied for.
After the Fact Permit Earth change prior to receiving permit	Residential - Double permit fee Commercial/Industrial – Double permit fee
Surety	Head Planner will determine amount of Surety required based on the scope of project.
Additional fees	If the County determines that external review by a professional engineer is necessary, all costs will be paid for by the developer.
Refunds/Cancellations	Please note that there are <b>No Refunds</b> once a permit has been applied for.