

**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: (circle) New House	Addition	Garage	Pole Barn	Deck	Site Grading	Pond
Other:						
Body of Water Name within 500ft of earth change				Distance to Body of Water (ft)		
Soil Type: (circle) Sand				Silt	Clay	
Other:				Size of Change: (sqft or acres)		
Temporary Erosion Control Measures						
Permanent Erosion Control Measures						
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

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.	
<b>Applicant/Designated Agent Signature</b> <i>(designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name)</i>	
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 approved SESC measures/BMPs 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.

*Property Access Provision:* The property owner gives permission to the County Enforcing Agent to inspect the permitted activity as part of the application process and to accommodate site inspections as a function of the issued SESC permit until which time the permitted work is complete and the permit is closed.

*Final Stabilization:* Seed (and mulch, where required) all disturbed areas within 5 days of final grading. Remove all temporary erosion and sedimentation controls only after vegetation has been fully established. Evaluate if any sediments entered the storm system during the site construction phase and initiate actions to have the 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.

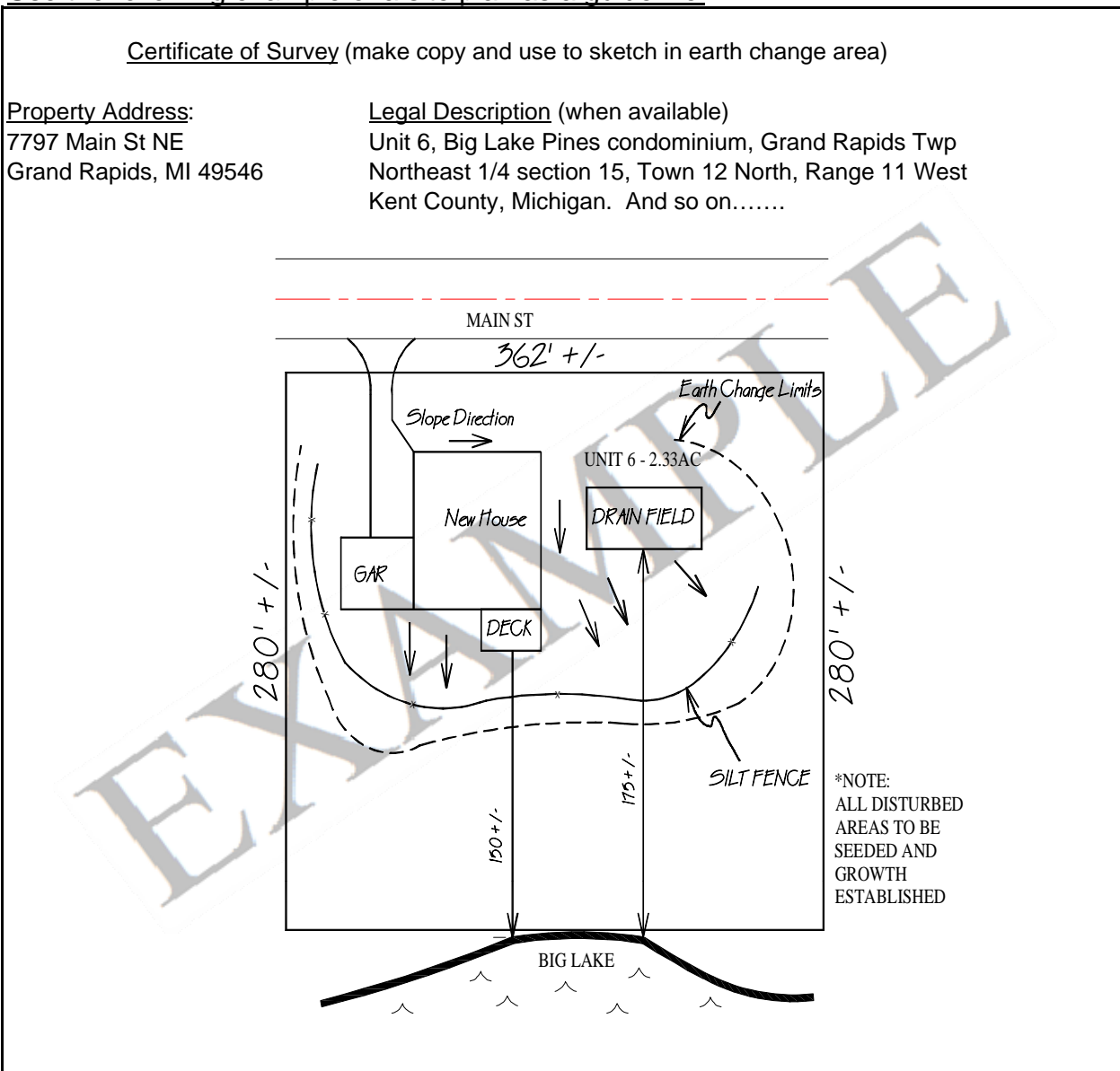
- C. The Soil Erosion and Sedimentation Control plan shall be reviewed by the Kent County Road Commission, or by a person trained and experienced in soil erosion and sedimentation control techniques.
- D. **The Kent County Road Commission shall approve, disapprove or require modification of the application 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.

## A Soil Erosion and Sedimentation Control site plan is required.

For a project that is one or more acres in size or within 500 feet of a lake or a stream, you need to include the following items on your plan:

1. Type of work location shown on site sketch/survey (prefer site survey with legal description when possible).
2. Scaled drawing or measurement indicating distance from earth change to waterbody.
3. Contour intervals or directional arrows indicating slope direction.
4. Perimeter outline indicating entire earth change limit area.
5. Location, description, installation and maintenance details of all proposed temporary and permanent soil erosion and sedimentation control measures.

Use the following example of a site plan as a guideline :



# Kent County Soil Erosion and Sedimentation Control

(Part 91 of Public Act 451)

## Residential SESC Permit Fees

	Review of Plans	Initial Permit Fee	Inspection Fees	Total
<b>Single Family Dwelling (SFD)</b>	\$25.00	\$25.00	(valid for 12-months) \$50.00	<b>\$100.00</b>
<b>SFD Addition, Garage, Pole Barn, Landscape/Grading, Seawall, Deck, Pond</b>		\$25.00	(valid for 6-months) \$30.00	<b>\$55.00</b>
<b>6-Month Residential Permit Extension</b>			(valid for 6-months) \$50.00	<b>\$50.00</b>

1. Total permit fees due with application.
2. **If construction or earth change is started without permit, fees are doubled.**
3. If a violation of the Kent County Soil Erosion and Sedimentation Control Ordinance occurs that results in the permit being revoked, a new permit must be obtained and new fees paid.
4. Any earth change disturbance of 5 acres or more requires a NPDES permit from the Michigan Department of Environmental Quality.

**Silt fence detail:** (commonly used sediment control measure)

### SILT FENCE

