

OFFICE USE ONLY

Date Received: _____ Fees Paid: _____

Intake Staff Person: _____

OFFICE USE ONLY

PRJ20 _____ - _____

SOI20 _____ - _____



EVAN N. PRATT, P.E. WATER RESOURCES COMMISSIONER

MAILING ADDRESS:
Washtenaw County
Soil Erosion Division
P.O. Box 8645
Ann Arbor, MI 48107-8645

BUSINESS LOCATION:
Washtenaw County
Western County
Service Center
705 N. Zeeb Rd.
Ann Arbor, MI 48103

WASHTENAW COUNTY

COMMUNICATION:
Phone: 734-222-6860
Fax: 734-222-6803
eWashtenaw.org

Soil Erosion Permit Application

(Natural Resources and Environmental Protection Act, Part 91, Soil Erosion & Sedimentation Control, 1994, as amended, Act 451, as amended 2000, Act 504; and the Washtenaw County Soil Erosion & Sedimentation Control Ordinance, 1997, as amended 2011)

*** FILL IN ALL AREAS OF THIS APPLICATION OR IT MAY NOT BE ACCEPTED AT TIME OF SUBMITTAL ***

LANDOWNER _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____

Email _____ Fax _____ Mobile (_____) _____

DESIGNATED AGENT _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____

Email _____ Fax _____ Mobile (_____) _____

BUILDER/CONTRACTOR _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____

Email _____ Fax _____ Mobile (_____) _____

EXCAVATOR _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____

“ON-SITE” PERSON RESPONSIBLE FOR EARTH CHANGE

Affiliation (CHECK ONE): [] Landowner [] Designated Agent [] Contractor [] Excavator [] _____

Name _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____

Email _____ Fax _____ Mobile (_____) _____

SESC PLAN CONTACT _____ Address _____

City _____ State _____ Zip _____ Phone (_____) _____

Email _____ Fax _____ Mobile (_____) _____

APPLICANT [] Landowner [] Designated Agent [] Builder/Contractor [] Excavator

PARTY TO BE BILLED [] Landowner [] Designated Agent [] Builder/Contractor [] Excavator

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

PROPERTY ADDRESS _____ Subdivision _____ Lot _____

Major Cross Roads _____ and _____ Total site (lot) size, in acres _____

Total size of area cleared or disturbed _____ [] acres [] sq ft (CHECK ONE)

Total size of new impervious surfaces (drives, parking areas, roofs, etc.), in square feet _____

Types of surface water within 500 feet (CHECK ALL THAT APPLY)

[] county drain [] lake [] stream/river [] pond [] wetland [] detention area [] ditch [] catch basin/storm sewer [] none

Distance to nearest surface water, in feet _____ Body of water (if named) _____

Soil Type Information: _____

(can be found on the County’s website www.ewashtenaw.org, USDA County soil map, soil borings)

Type(s) of CONSTRUCTION and/or EARTH CHANGE ACTIVITY (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> single family residential (new) | <input type="checkbox"/> commercial/industrial (new) | <input type="checkbox"/> building demolition |
| <input type="checkbox"/> single family residential (addition/alt.) | <input type="checkbox"/> commercial/industrial (add./alt.) | <input type="checkbox"/> pipeline (gas, water, sewer) |
| <input type="checkbox"/> garage (addition or detached) | <input type="checkbox"/> residential development | <input type="checkbox"/> gravel pits |
| <input type="checkbox"/> pole barn | <input type="checkbox"/> (subdivision, multi-family) | <input type="checkbox"/> school/church |
| <input type="checkbox"/> pool (in ground) | <input type="checkbox"/> recreation development | <input type="checkbox"/> hospital |
| <input type="checkbox"/> pond | <input type="checkbox"/> golf course | <input type="checkbox"/> wetland mitigation |
| <input type="checkbox"/> landscaping/berm | <input type="checkbox"/> parking lot | <input type="checkbox"/> detention/retention pond |
| <input type="checkbox"/> driveway | <input type="checkbox"/> seawall | <input type="checkbox"/> wastewater structure |
| <input type="checkbox"/> culvert | <input type="checkbox"/> road (public/private) | <input type="checkbox"/> stormwater structure |
| <input type="checkbox"/> well | <input type="checkbox"/> bridge | <input type="checkbox"/> fill, land balance, grading |
| <input type="checkbox"/> septic field | <input type="checkbox"/> utilities | <input type="checkbox"/> stump removal |
| <input type="checkbox"/> other _____ | | |

Additional EARTH CHANGE Information (CHECK YES OR NO)

- | | | |
|--|--|---|
| Has earth-moving activity started? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Is the earth-moving activity over 5 acres? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, an NPDES permit may be req'd from MDEQ |
| Will work be occurring in a wetland? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, permit(s) may be required from MDEQ |
| Will de-watering occur? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, special requirements may apply |
| Will work be occurring in a waterway/floodplain? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, permit(s) may be required from MDEQ |
| Will a designated county drain be affected? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, contact the WC Water Resources Cmsr. Office |
| Will chemicals be used, stored, or mfg. on site? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, a Pollution Prevention Review may be reqrd. |
| Will fill be brought on-site? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Amount in cubic yards: _____ |
| Will material be removed from the site? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Amount in cubic yards: _____ |

PROPOSED CONSTRUCTION SEQUENCE (MONTH/YEAR)

- ____/____ Project Start Date
- ____/____ Temporary Erosion Control Measures Installed
- ____/____ Gravel Drive/Entrance Installed
- ____/____ Land Cleared or Excavation Started
- ____/____ Detention/Retention/Sediment Ponds Installed
- ____/____ Road Constructed
- ____/____ Utilities Installed
- ____/____ Final Grading/Seeding
- ____/____ Catch Basins/Ponds Cleaned
- ____/____ Permanent Erosion Control Measures in Place
- ____/____ Temporary Erosion Control Measures Removed
- ____/____ Project End Date

PROPOSED FINAL STABILIZATION

- Sod
- Seed/Mulch
- Hydroseed (ONLY acceptable on slopes of less than 1%)

PERMIT DELIVERY METHOD

- | | | |
|----------------------------------|----|---|
| <input type="checkbox"/> Pick Up | by | <input type="checkbox"/> Property Owner |
| <input type="checkbox"/> Mail | to | <input type="checkbox"/> Designated Agent |
| | | <input type="checkbox"/> Builder/Contractor |
| | | <input type="checkbox"/> On Site Person |

EROSION CONTROL SITE PLAN

Per the State of Michigan, Department of Environmental Quality and the Washtenaw County's Soil Erosion and Sedimentation Control Ordinance a completed erosion control plan must be turned in with all applications for permit review. Please see the SESC Program Guide for all erosion control plan requirements.

SOIL EROSION PERMIT FEES

All fees shall be paid in accordance with the current fee schedule approved by the Washtenaw County Board of Commissioners; see the SESC Program Guide for all program fees.

PERFORMANCE GUARANTEE

A Performance Guarantee is required for all commercial projects. The performance guarantee shall be in the form of cash, certified check or irrevocable bank letter of credit and shall extend for the duration of the permit (until project completion). Please contact the Washtenaw County Office of the Water Resources Commissioners Office, Soil Erosion Program for further information, including performance guarantee amounts.

SIGNATURE I, the Landowner/ Designated Agent*, hereby certify that the above information is accurate to the best of my knowledge, have read/understand the **Washtenaw County Soil Erosion & Sedimentation Control Program Guide** and **fee schedule**, and agree to conform to all applicable laws/requirements of the State of Michigan and Washtenaw County.

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



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SOIL EROSION DESIGNATED AGENT AUTHORIZATION LETTER

I (we) as the property owner authorize the designated party to apply and obtain a SESC permit with Washtenaw County for the earth moving activity indicated below.

Designated Agent Information:

Company Name

Designated Agent Applicant/Contractor/Excavator/Person on Site (circle one)

Address _____
City

(_____) _____
Phone Number _____
Email Address

Jurisdiction _____ Township/City/Village (circle one)

Parcel ID # _____

Site Address _____

Project Description _____

Property Owner Information:

Print Name

Address _____
City

(_____) _____
Phone Number _____
Email Address

Signature _____ Date _____

- Landowner must sign their own name for acceptance by this office

◆ **Soil Erosion Permit #: SOI2013-** _____ **Project:** _____

RESIDENTIAL 1ST Review: Initials: _____ Date: ___/___/___ 2ND Review: Initials: _____ Date: ___/___/___

COMMERCIAL 1ST Review: Initials: _____ Date: ___/___/___ 2ND Review: Initials: _____ Date: ___/___/___

	✓ SITE PLAN CHECKLIST	INSP.
Have	FOR WASHTENAW COUNTY SOIL EROSION PERMITS	Need
<input type="checkbox"/>	Name, Address and Telephone Numbers of the Landowner or Designated Agent. Comments:	<input type="checkbox"/>
<input type="checkbox"/>	Legal Description of the affected parcel(s) Comments:	<input type="checkbox"/>
<input type="checkbox"/>	Site location map showing the site and all adjacent properties and proximity to all surface water within 500 feet at a scale not more than 1 inch = 200 feet. If not within 500 feet of surface water, a statement of such must be provided. Comments:	<input type="checkbox"/>
<input type="checkbox"/>	1. Site plan at a scale of no more than 1 inch = 100 feet which includes the following: Comments:	<input type="checkbox"/>
<input type="checkbox"/>	A Location of predominant features, including all proposed and existing structures and vegetation on –site and extending 50 feet beyond property lines Comments:	<input type="checkbox"/>
<input type="checkbox"/>	B A soil survey or a written description of the soil types of the exposed land areas contemplated for the earth change Comments:	<input type="checkbox"/>
<input type="checkbox"/>	C Existing and proposed topography at a minimum of two (2) foot contour intervals extending 50 feet beyond the property lines for commercial projects. General slope information for residential projects. Comments:	<input type="checkbox"/>
<input type="checkbox"/>	2. Details for the proposed earth changes, including all of the following; Comments:	<input type="checkbox"/>
<input type="checkbox"/>	A A description and the location of the physical limits of each proposed earth change Comments:	<input type="checkbox"/>
<input type="checkbox"/>	B A description and location of all existing and proposed on-site drainage, including structure rim elevations and dewatering facilities, if applicable Comments:	<input type="checkbox"/>
<input type="checkbox"/>	C The timing sequence of each proposed activity included but not limited to: <ul style="list-style-type: none"> • Temporary control measures installed • Gravel construction access installed • Land Clearing • Detention/Retention/Sediment pond installation and stabilization • Road Construction • Utility Installation • Final grade/seed • Catch Basins/Ponds Cleaned • Permanent control measures installed and functioning • Remove Temporary control measures Comments:	<input type="checkbox"/>
<input type="checkbox"/>	D The location and description of procedures for installing, maintaining and removing all proposed temporary sesc measures Comments:	<input type="checkbox"/>
<input type="checkbox"/>	E A description and location of all proposed permanent soil erosion control measures Comments:	<input type="checkbox"/>
<input type="checkbox"/>	F Program proposal for the continued maintenance of all permanent sesc measures that remain after project completion, including the designation of the person responsible for the maintenance. Comments:	<input type="checkbox"/>
<input type="checkbox"/>	Designated Agent Letter Comments:	<input type="checkbox"/>
<input type="checkbox"/>	Completed Application, Fees and Performance Guarantee Comments:	<input type="checkbox"/>

Washtenaw County Soil Erosion Program Fee Schedule

Ordinance and fee structure adopted by the Washtenaw County Board of Commissioners on April 20, 2011

Fees must be submitted at the time of application

Permit Application Fees include **permit filing**, one **plan review** and one preliminary **site visit**. Additional plan reviews and any consultation will be charged at actual cost of **\$95/hour**. Maintenance inspections will be charged at actual cost of **\$95/Hour**. See the Ordinance for maintenance inspection schedule.

Residential Permit Application Fees

Residential Project: single family home (new or addition/alteration)

Fewer than 2 acres disturbed:	\$160
Between 2 and 10 acres disturbed:	\$210
More than 10 acres disturbed:	\$260
<i>Permit Renewal/Extension (6 months):</i>	<i>\$ 80</i>

Commercial Permit Application Fees

Commercial Projects: commerce, multiple residential or public service

Fewer than 2 acres disturbed:	\$235
Between 2 and 10 acres disturbed:	\$330
More than 10 acres disturbed:	\$330
	+ \$10/ acre over 10 acres disturbed

Waiver Application Fee

\$35 — **Residential or Commercial**

See the Washtenaw County Soil Erosion Ordinance, as amended 2011, for projects that may qualify for a waiver.

Commercial Projects also require a **Performance**

Guarantee of \$500 per acre disturbed with a \$2,000.00 minimum. Performance Guarantee checks should be made payable to the Washtenaw County Clerk's Registrars Office. *Please include the payer's Tax ID Number on the Memo Line.*

IN THE EVENT THAT EARTH-MOVING ACTIVITIES OCCUR PRIOR TO ISSUANCE OF A SOIL EROSION PERMIT, THE OWNER IS SUBJECT TO DOUBLE THE INITIAL APPLICATION FEE

Permit and Waiver applications must be accompanied by two copies of an erosion control plan as described in Article V of the Ordinance.

Transfer Fee

includes permit transfer filing and site visit

Residential Transfer Fees

Fewer than 2 acres disturbed:	\$100
Between 2 and 10 acres disturbed :	\$150
More than 10 acres disturbed:	\$200

Commercial Transfer Fees

Fewer than 2 acres disturbed:	\$150
Between 2 and 10 acres disturbed:	\$200
More than 10 acres disturbed:	\$200
	+ \$5/acre over 10 acres disturbed

Printing and Reproduction Fees

It is **strongly recommended** that applicants make their own arrangements to print required plans and images.

Visit <http://mapwashtenaw.ewashtenaw.org> to print site location maps and to find legal description, soil type, surface water and slope/contours.

If needed, printing and reproduction services are available through the Washtenaw County Map Store. The Applicant will be charged according to currently accepted printing prices for the Map Store.

As of February 2012, printing rates are as follows (rates are per page):

8.5 x 11 inches:	\$ 5.00	11 x 17 inches:	\$ 6.00	18 x 24 inches:	\$10.00
24 x 36 inches:	\$15.00	36 x 48 inches:	\$20.00		



Office of the Washtenaw County Water Resources Commissioner
Soil Erosion Division

Mailing Address: P.O. Box 8645
Ann Arbor, MI 48107-8645

Office Location: 705 N. Zeeb Rd., 2nd Floor
Ann Arbor, MI 48103

Telephone: 734-222-6860 Fax: 734-222-6803
Email: drains@ewashtenaw.org

Office is open 8:30-5, Monday-Friday. See Washtenaw County schedule for scheduled holidays and furlough days