

RESIDENTIAL SOIL EROSION PERMIT CHECKLIST

IN ORDER TO SECURE A SOIL EROSION PERMIT, THE FOLLOWING ITEMS MUST BE PRESENTED AT THE TIME OF APPLICATION:

A COMPLETED APPLICATION INCLUDING:

SECT1, APPLICANT: NAME OF THE APPLICANT (MAY BE THE PROPERTY OWNER OR DESIGNATED AGENT). DESIGNATED AGENTS MUST PROVIDE A DECLARATION, IN WRITING BY THE LANDOWNER, NAMING THEM “DESIGNATED AGENT”. THIS IS THE HOME ADDRESS OF THE APPLICANT.

SECT 2, LOCATION: TOWNSHIP OR CITY/VILLAGE (NOT BOTH), TAX ID NUMBER, FULL STREET ADDRESS, STREET NUMBER MUST BE POSTED AT THE SITE PRIOR TO THE INITIAL INSPECTION.

SECT 2, PROPOSED EARTH CHANGE: PROJECT TYPE; RESIDENTIAL, COMMERCIAL, ETC., DESCRIBE PROJECT; WHAT ARE YOU BUILDING?, SIZE OF EARTH CHANGE; HOW MUCH GROUND WILL YOU BE DISTURBING?, NAME OF AND DISTANCE TO NEAREST LAKE, STREAM OR DRAIN., DATES OF PROJECT START AND COMPLETION (ESTIMATED).

SECT 4, SOIL EROSION AND SEDIMENTATION CONTROL PLAN: 2 SITE PLANS – MUST SHOW EXISTING STRUCTURES, DISTANCES BETWEEN STRUCTURES AND PROPERTY LINES AND THE LOCATION OF THE LAKE STREAM OR DRAIN. **SCALED DRAWINGS ARE NOT REQUIRED.** DIMENSIONAL ARROWS WITH FOOTAGE NOTED WILL DO. THE TYPE OF SOIL **MUST** BE NOTED ON THE SITE PLAN (IE; SAND, SANDY LOAM, CLAY LOAM OR CLAY). DRAWING SHOULD SHOW DIRECTION OF DRAINAGE WITH ARROWS. 1 COPY WILL BE RETURNED TO THE APPLICANT WITH THE COPY OF THE INITIAL INSPECTION SHEET. THE RETURNED SITE PLAN WILL SHOW THE LOCATION OF THE CONTROL MEASURES, IF REQUIRED.

SECT 5, PARTIES RESPONSIBLE FOR EARTH CHANGE: IF A DESIGNATED AGENT IS LISTED AS APPLICANT, THIS BOX MUST CONTAIN THE NAME OF THE PROPERTY OWNER, FULL ADDRESS, AND TELEPHONE NUMBER. ALSO, AN “ON-SITE RESPONSIBLE PERSON” MUST BE DESIGNATED. THIS IS A PERSON WHO CAN BE CONTACTED ANY TIME A VIOLATION IS DISCOVERED. AGAIN, A COMPLETE ADDRESS AND PHONE NUMBER IS REQUIRED.

NOTE TO ALL PERMIT APPLICANTS:

IF SILT FENCE IS REQUIRED ON YOUR PROJECT, THE BOTTOM 6 INCHES OF THE FENCE MUST BE TOED-IN (BURIED). **NO EXCEPTIONS.**