Soil Erosion Permit Instructions: Otsego County

General:

1) Fill out permit application completely.
    a. Fields 1-5 are required and must be completely filled out.
    b. This application **must** be signed by the landowner. If the landowner is unable to sign the app, a letter of authorization signed by the landowner must be provided before a permit can be issued.
2) Draw site plan.
    a. Review the site plan check list on the back of the application.
    b. Use the blank space there, or a separate sheet of paper, to sketch site and fill in required information.
        i. See example.
    c. Permits cannot be issued without a complete site plan.
    d. You can use building plans but all required information must be present and **legible**.
3) Turn in application with permit fee to the "Otsego Conservation District"
    a. Permits can be submitted
        i. In person at 800 Livingston Blvd, STE 4A, Gaylord, MI
        ii. By mail to the above address
        iii. By email to kdraeger@otsegocountymi.gov
4) Once the complete application is submitted, the Soil Erosion Officer will conduct a sight visit and inspection.
    a. You are not required to be present for this inspection.
    b. Inspections are typically completed within two weeks of the complete application being received, but can take up to 30 days.
5) Once the inspection is completed a permit will be issued.
    a. This permit must be posted at the work site.
    b. All permit requirements, such as silt fence, must be in place prior to work beginning.

Otsego Conservation District
800 Livingston Blvd; Suite 4-A
Gaylord, MI 49735
989-732-4021 *Fax 989-731-7480

PERMIT APPLICATION
of Part 91
SOIL EROSION AND
SEDIMENTATION CONTROL

Matrix #

All blanks need to be filled out or na written in blank.

1. APPLICANT

Name			Landowner/Designated Agent (Circle one)
Address			
City	State	Zip Code	Area code/Telephone number

2. LOCATION OF EXCAVATION

Street address	City	Tax ID Number
Township Section T N R W		

3. PROPOSED EARTH CHANGE

Type of Project : (circle one) Residential Multi Family Commercial Industrial Land Balancing

Describe Project	Size of Earth Change (Acres or Sq feet)
Name of and Distance to Nearest Lake, Stream, Creek or Dam	Project Start Date / Project Completion Date

4. SOIL EROSION AND SEDIMENTATION CONTROL/RESPONSIBLE PARTY

Plan Preparer's Name	Area code/Telephone number	Est.Cost Erosion & Sediment Control
Name of individual "On Site" Responsible for Earth Change	Company Name/Address	Telephone Number

5. PROPERY OWNER

Name of Landower			Address
City	State	Zip Code	Area code/Telephone number

6. PERFORMANCE DEPOSIT (If required by the permitting agency)

Amount Required $_____	Cash	Certified Check	Irrovocable Letter of Credit (attached)	Surety Bond (attached)

I (we) affirm that the above information is acccurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.

****Application must include landowner's signature or Designated Agent must have a written statement from landowner authorizing Agent to make application for permit in the landowner's name. This is a State Law.***

_____ _____ _____
Landowner's Signature Print Name Date

_____ _____ _____
Applicant's Signature Print Name Date

For Office Use Only

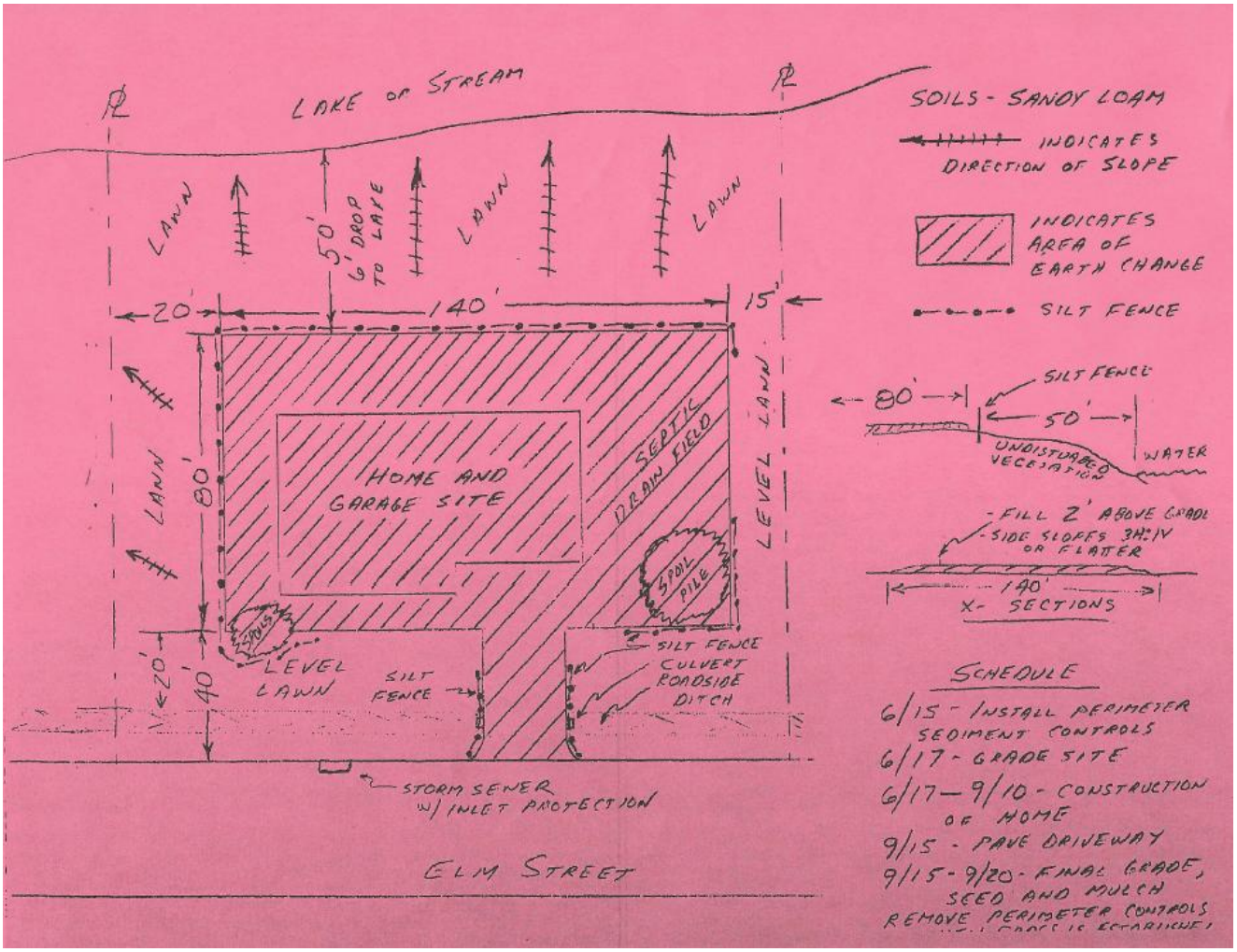
SE Permit No. _____ Date of Application_____ Date of Intitial Inspection _____

PLEASE PROVIDE SOIL EROSION AND SEDIMENTATION CONTROL PLAN
INFORMATION REQUIRED ON SITE PLAN

SITE PLAN CHECKLIST

_____ Location of project: T____N, R____W, Section: _____
_____ Site location sketch indicating main and crossroads in area
_____ Property dimensions
_____ Location and dimensions of all buildings
_____ Dimensions (area) of soil disturbance from construction including septic and driveway
(Draw and label on the Site Plan)
_____ Cross-section sketch of property showing change elevation from construction site to water
_____ Distance to lake/stream from earth change (excavated area)
_____ Location of stockpiled soil
_____ Predominant land features (natural vegetation, sand, trees, grass, etc.) (Circle all that apply)
_____ Slope information and high point of property (Show on site plan)
_____ Soils information (sand, loamy sand, loam, clay) (Circle One)
_____ Direction water would run off property (Draw arrows on plan showing direction)
_____ Drainage facilities (ditch, culvert, low areas)
_____ Timing and Sequencing
Start of Consruction: _____
Temporary erosion control measure installation date: _____
Date Job Expected to be complete: _____
Permanent Stabilization Measures installation date: _____
Expected Date of Stabilization: _____
_____ Temporary erosion control measures & Installation instructions: – silt fence, mulch
(Draw and label on Site Plan)
_____ Permanent erosion control measures used and location of install:
_____ Maintenance program (Person Responsible)_____

SITE PLAN EXAMPLE



SITE PLAN