



# ISABELLA COUNTY SOIL EROSION AND SEDIMENTATION CONTROL PERMIT APPLICATION

for Part 91 as amended

## Instructions for completing an application for a Soil Erosion and Sedimentation Control Permit

### INCOMPLETE APPLICATIONS WILL **NOT** BE ACCEPTED

1. **Applicant and Landowner** – Shall include Name, Mailing Address and Telephone Number.
2. **Project Location** – If the property has been split within the last year, a copy of the split record from the Township Supervisor or Assessor is **required**. If property was purchased within the last year, a copy of the new deed is **required**.
3. **Project Type:** - Describe project in detail, an additional sheet of paper may be used. Indicate the size/area of the proposed earth change. Be sure to fill in area or length using appropriate measurements. The application shall include the name of nearest water body and distance (in feet). The project start and completion date is **required**.
4. **Soil Erosion and Sedimentation Control Plan** – Please indicate the estimated cost of the erosion and sedimentation control best management practices (BMPs). **Two complete sets** of signed, dated or stamped plans must be included. **All plans shall include:**
  - A scaled map and north arrow
  - Limits of the earth change
  - On-site soils information
  - Temporary and permanent BMPs
  - Direction and distance to water body
  - Site location sketch
  - Predominant land features
  - Drainage facilities
  - Slope Direction
5. **Party Responsible for Earth Change** - The **PERSON** (not company) who will be on-site and responsible for the earth change.
6. **Construction Timing and Sequence** – An overall construction sequence is **required for all** projects. Shade the appropriate months for activities taking place.
7. **Maintenance Schedule** – A detailed narrative of activities to maintain all soil erosion and sedimentation control measures is **required for all** projects.
8. **Project Checklist** – Please complete the **required** checklist on page 4 of the application. This checklist will ensure you are showing as much detail as possible.
9. **Performance Deposit** – According to Part 91, a Performance Bond may be required. Large scale projects including but not limited to subdivisions, commercial and industrial projects may require bonding. All Performance Bonds shall be executed by the permitted and a corporate surety with authority to do business in Michigan.

### PLEASE NOTE THE FOLLOWING:

- **All applications shall have the property owner's signature or a written statement from the owner authorizing a designated agent to act on his/her behalf regarding application for soil erosion and sedimentation control.**

For questions regarding filing a completed application for soil erosion and sedimentation control or a permit fee, please contact the Isabella County Development Department at 989-317-4061.





# ISABELLA COUNTY SOIL EROSION AND SEDIMENTATION CONTROL PERMIT APPLICATION

for Part 91 as amended

Return completed applications to:  
Isabella County Community Development  
200 North Main St., Mt. Pleasant MI 48858

Office Use Only	
Permit Number	
Date Received	
Check #	
Receipt #	
Application Fee	
Permit Type Fee	
<b>Total Fee</b>	

## 1. Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Landowner (if different from above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. Project Location:(circle one)

### Township

### City/Village

Property Tax ID Number: \_\_\_\_\_

Property tax ID information may be found  
at: [app.fetchgis.com/Isabella](http://app.fetchgis.com/Isabella)

Project Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

## 3. Project Type

Residential  
Utility

Industrial or Commercial  
Water Impoundment/Pond

General Grading  
Site Evaluation

Seawall  
Subdivision

Application Renewal  
Transportation Facility

Recreational Facility  
Additional Inspection

Detailed project description

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Size of Proposed Earth Change

Acres: \_\_\_\_\_

Miles: \_\_\_\_\_

Sq. Ft.: \_\_\_\_\_

Feet: \_\_\_\_\_

Name of and distance (feet) to nearest water body

Name: \_\_\_\_\_

Distance (feet): \_\_\_\_\_

Date Start: \_\_\_\_\_

Date Complete: \_\_\_\_\_

I (we) affirm that all information in this application 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. I hereby authorize the Soil Erosion Control Agent to inspect this project site for conformance. I understand that payment of the fee does not guarantee a permit will be issued, and I understand no earth change is authorized until a permit is issued and posted on-site.

Landowner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designated Agent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Residential projects may use the site diagram below**

**4. Soil Erosion and Sedimentation Control Plan** (refer to rule 323.1703) two (2) sets of complete plans shall be attached

**Plan Preparer's Name  
and Telephone Number:**

**5. Party Responsible for Earth Change** (Shall be the **PERSON** on-site and shall **NOT** be a Company Name)

Address:

Phone Number:

Email Address:

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Date:

Date:



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**6. Soil Erosion and Sedimentation Control Construction Timing and Sequence**

Construction Sequence	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Notes
Temporary Controls Installed													
Strip and Stockpile Soils													
Rough Grading													
Driveway Installation													
Building Construction													
Final Grade													
Permanent Controls Installed													
Temporary Controls Removed													

**7. Soil Erosion and Sedimentation Control Measures Maintenance Description**

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Landowner Signature:	Print Name:	Date:
Designated Agent Signature:	Print Name:	Date:



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8. Project Checklist

Site Characteristics

Complete	Not Applicable	
1.	Required	North arrow, scale and site boundary. Indicate and name adjacent streets or roadways
2.		Location of existing drainageways, streams, rivers, lakes, wetlands, and/or wells
3.		Location of storm sewer inlets
4.		Location of existing and proposed buildings and paved areas
5.	Required	Outline of the disturbed area on the lot
6.	Required	Direction of slopes before grading operations
7.	Required	Overall runoff (sheet flow) coming onto the site from adjacent areas

Erosion Control Practices

8. Location of temporary soil storage piles
9. Location of sediment controls to prevent eroded soil from leaving the site
10. Location of practices to control erosion on steep slopes (greater than 10% grade)  
*Note: Such practices include maintaining existing vegetation, placement of additional sediments fences, diversions, and re-vegetation by sodding or by seeding with the use of erosion control mats*
11. Location of other planned practices not already noted.

Management Strategies

12. Temporary stabilization of disturbed areas
13. Required Permanent stabilization of site by re-vegetation or other means within 5 days of achieving final grade  
**Indicate stabilization method:**  
**Expected date of stabilization:**  
Stabilization responsibility of: Contractor Property Owner  
Is temporary seeding or mulching planned Yes No  
if the site is not fully stabilized by November 15<sup>th</sup>
14. Trapping sediment methods are shown during well drilling operations  
*Note: Sediment-laden discharge water from pumping and well drilling operations should be ponded behind a sediment barrier until the sediment settles out.*
15. Required Maintenance is the responsibility of: Contractor Property Owner

9. Performance Deposit (if required) OFFICE USE ONLY

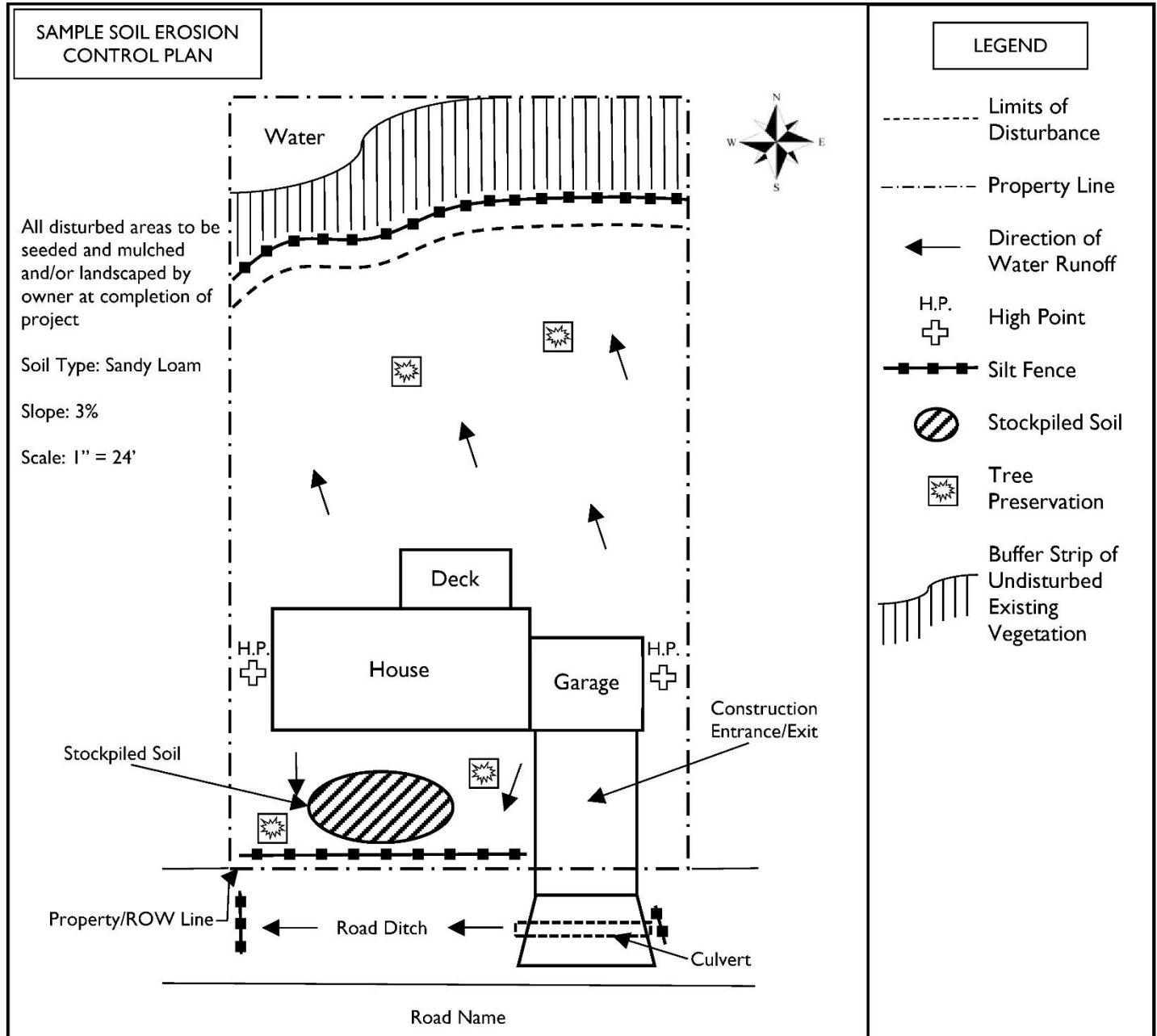
Amount \$ [ ] Cash [ ] Certified Check [ ] Irrevocable Letter of Credit [ ] Surety Bond  
Required:

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Landowner Signature:	Print Name:	Date:
Designated Agent Signature:	Print Name:	Date:

# Soil Erosion and Sedimentation Control Practices for Home Sites

Use this sample as a guide for submitting your own soil erosion and sedimentation control plan



## ROOF RUNOFF

To manage storm water runoff from roof tops, install stone drain beds or gutters with downspout extenders. These techniques reduce erosion and protect surrounding vegetation.

### Stone Drain Beds

- Place a strip of small stones 4-6 inches deep which will extend at least 6 inches past the drip line surrounding your home or structure.

- Do not use stone beds when basements or crawlspaces are located in clay or sandy loam soil.

### Gutters with Downspout Extenders

- Use plastic drainage pipe to direct water to a grassed or other appropriate area for infiltration.

## SOIL PILES

- Locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.

# Soil Erosion and Sedimentation Control Practices for Home Sites

- Temporary seed, such as annual rye or winter wheat is recommended for topsoil piles.

## WIND EROSION

- During high winds, exposed soil may need to be watered down to prevent soil from leaving the site.

## SEDIMENT CLEANUP

- Immediately sweep or scrape up soil tracked onto the road.
- Immediately after a storm, clean up the soil washed off-site.

## SEWER INLET PROTECTION

- Protect on-site storm sewer inlets with silt fence.
- Inspect, repair and remove sediment deposits after every storm.

## PRESERVE EXISTING VEGETATION

- Whenever possible, preserve existing trees, shrubs, and other vegetation.
- Minimize the area of disturbance near lakes, streams, and wetlands.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the area below the branches.

## REVEGETATION

- Seed, sod or mulch bare soil as soon as possible and within 5 days of achieving final grade.
- Establish buffer strips of vegetation at least 25 feet wide adjacent to water bodies for water quality protection.
- Plant native species, if possible (see local Soil Conservation District for recommendations).
- Consider attractive, low maintenance alternatives to traditional lawns such as native ground cover and wildflowers. Plant quick growing annual rye grasses to stabilize soil until other vegetation is established.

## SEEDING AND MULCHING

- Spread 4 to 6 inches of topsoil.

- Fertilize and lime only if needed according to soil test.
- Seed with an appropriate mix for the site.
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (2-3 bales per 1,000 sqft.).
- On steep slopes, anchor mulch by watering or using netting.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is 2 inches tall.

## SODDING

- Spread 4 to 6 inches of topsoil.
- Fertilize and lime only if needed according to soil test.
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top, laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil 6 inches deep (or until water stands 1 inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist, but not saturated, for 2 weeks.

If construction is completed after September 15, permanent seeding should be delayed. Sod may be laid until November 15. Temporary seed (such as rye or winter wheat) may be planted until October 15. Mulch or matting may be applied after October 15, weather permitting. Silt fences must be maintained until the disturbed area is stabilized with seeding, sodding or other appropriate ground cover.

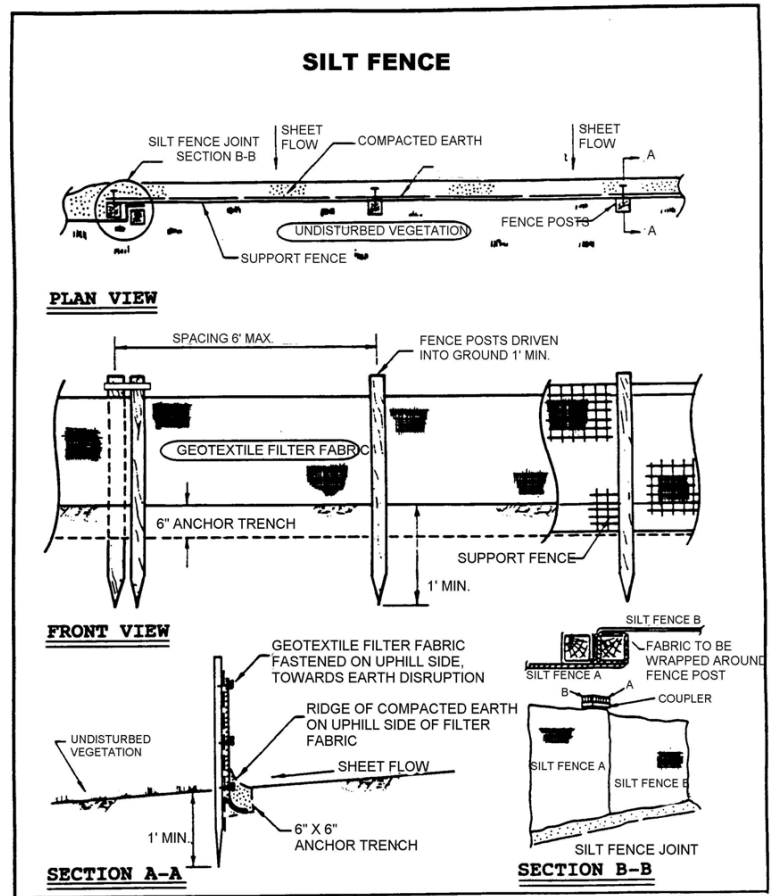


# Commonly Used Erosion Controls

## SILT FENCE

### Construction Guidelines (in consecutive order)

1. Dig a 6-inch trench at equal elevation (parallel to contour lines) at the downslope edge of earth disturbance (avoid placement on steep slopes).
2. Unroll and extend silt fence along trench line. Orient fence such that the posts are down slope of the fabric and lath (i.e., storm water will push the lath and fabric against the post).
3. Turn end post 360 degrees so that fabric surrounds the post.
4. Pound end post into the ground at the downslope edge of the trench until the top of the 6" bury flap is at ground elevation.
5. Continue to pound in posts consecutively starting with post adjacent to the end already installed. Assure fabric is as taught as possible.
6. Join consecutive rolls by rolling end posts similar to number 3 above. Cross over the end posts or place them side by side and roll them (180 or 360 degrees). Drive the end posts together.
7. Backfill the trench and compact. If possible, leave a compacted ridge of soil along the upslope edge of the fabric.



### Monitoring

Silt fence should be inspected at least weekly, immediately before a forecasted runoff event, and after each runoff event from rain or snowmelt. Look for fabric tears, post failure, undermining, sediment build-up, overtopping, side cutting around the silt fence, and areas damaged by construction.

### Maintenance

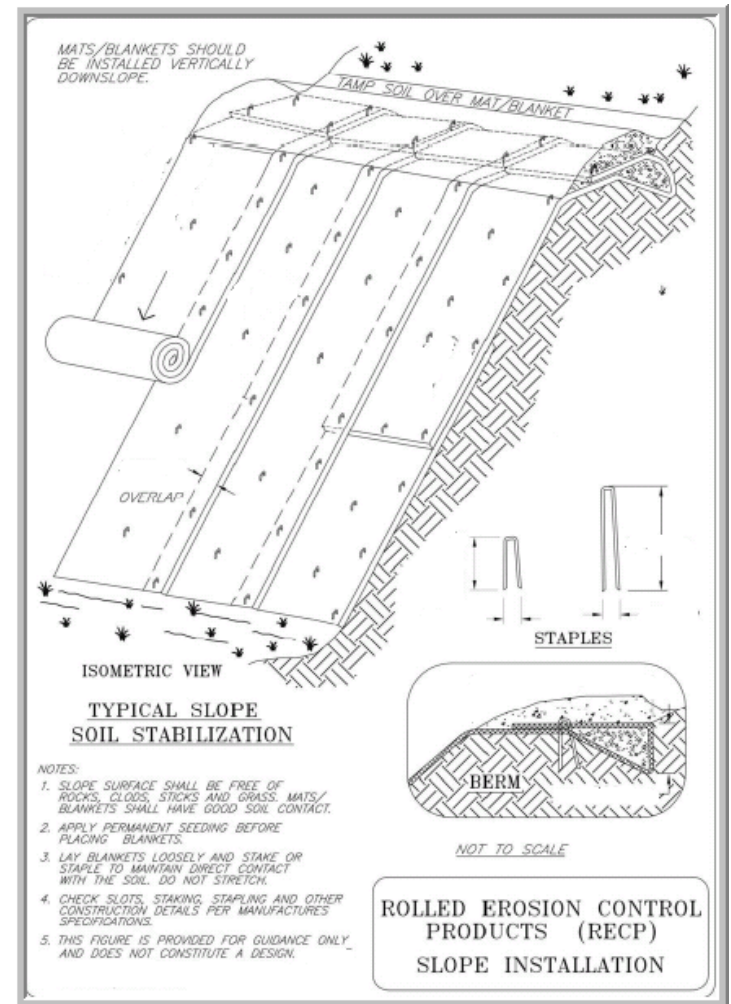
- Fabric tears, post failures, vehicle damage, and/or undermining should be repaired immediately
- Sediment build up should be removed when it reaches 1/3 to 1/2 the height of the silt fence above ground elevation
- Overtopping and side cutting are signs that the silt fence is either not appropriately placed or that additional measures are necessary due to site runoff conditions.
- Do not remove the silt fence until the site is stabilized with permanent SESC measures

# Commonly Used Erosion Controls

- **ROLLED EROSION CONTROL PRODUCT (RECP)**
  - a.k.a. Mulch Blanket

## Construction Guidelines

1. Prior to placing a RECP, a topsoil seedbed should be prepared, smooth graded, and seeded and fertilized. It is imperative that seeding occur prior to placement of the RECP to ensure proper contact between seed and soil. Some manufacturers can embed the specified seed mixture into the product during the manufacturing process (if this process is used, follow the manufacturer's recommended installation specifications).
2. After seeding, the appropriate RECP may be placed and anchored with stakes or staples. The manufacturer will provide specifications for the pattern and spacing of anchor stakes or staples, overlap between rolls (typically 6 inches), and any additional product requirements.
3. It is important that the stakes or staples be properly installed to prevent "tenting" of the product as the vegetation begins to grow and push up on the matting. This can impact vegetative establishment and the product can become entangled in mowing equipment.
4. At the tops of slopes and at the entrance to a channel, the leading edge of the RECP should be trenched into the ground, approximately 6 inches, anchored in place with stakes or staples, and backfilled. This prevents runoff from lifting the leading edge, and flowing between the ground and the RECP.
5. Subsequent segments of RECPs should have their upstream edges trenched in, and the downstream edge should slightly overlap the next section to prevent water from flowing under the product.



## Monitoring

Inspect weekly and after every storm event that results in a discharge from the site until adequate vegetation is established.

## Maintenance

- Repair erosion and/or undermining at the top of the slope
- Repair undermining beneath RECP, pull back the RECP, fill and compact eroded area, reseed and resecure RECP
- Reposition or replace RECP that has moved along the slope or channel and secure
- Replace damaged RECP