

Permit must be issued before work begins.

Work started before permit is issued will result in civil action. Failure to comply with specified action could result in a **fine** of up to **\$2,500**, and an **after-the-fact permit fee** of **2X** the cost of the permit.

Parcel/property owner is responsible for work being performed on their property and remediation efforts if earth change results in sediment deposition off site.

Plan ahead

The office has 30 days from receiving a completed application to review and issue, deny, or request modification to the application, for a soil erosion permit.

Soil erosion materials and containment measures should NOT be removed until final inspection has been complete unless, they are being replaced with permanent measures.

Call when site has been stabilized and earth disturbance has ceased:
(231) 723 - 6041



Manistee County Courthouse, 395 Third Street Manistee, Michigan 49660

PERMIT APPLICATION for Part 91 SOIL EROSION AND SEDIMENTATION CONTROL

1. APPLICANT (Please check if applicant is the landowner or designated agent*)

Name:				<input type="checkbox"/> Landowner	<input type="checkbox"/> Designated Agent
Address:					
City:	State:	Zip Code:	Phone Number: ()		

2. PROJECT LOCATION

Section:	Town:	Range:	Township:	City/Village:	County: Manistee
Lot No.:	Property Tax ID Number:			Street Address:	

3. PROPOSED EARTH CHANGE

Project Type: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Land Balancing		
Describe Project:		Size of Earth Change (Acres or Square Feet):
Name of AND Distance to Nearest Lake, Stream, or Drain:		Project Start Date:
		Project End Date:

4. SOIL EROSION & SEDIMENT CONTROL PLAN (refer to Rule 323.1703)

<input type="checkbox"/> A complete set of plans must be attached. (Refer to check list on following page for required information.)

5. PARTIES RESPONSIBLE FOR EARTH CHANGE

Name of landowner (if not provided in section 1 above):		Address:			
City:	State:	Zip code:	Phone Number: ()		
Name of Individual "On Site" responsible for Earth Change:		Company Name:			
Address:	City:	State:	Zip Code:	Phone Number: ()	

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

Amount Required \$	<input type="checkbox"/> Cash	<input type="checkbox"/> Certified Check	<input type="checkbox"/> Irrevocable Letter of Credit	<input type="checkbox"/> Surety Bond
Name of Surety Company:				
Address	City	State	Zip Code	Area Code/Telephone Number

7. PARTY SIGNATURES

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, 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. Further, I (we) agree that if a Permit is issued under part 91, I (we) give permission for officials from the State of Michigan, Manistee County Enforcing Agency (CEA), and/or Municipal Enforcing Agency (MEA) to enter the property for the purposes of soil erosion and sediment control inspections.		
Landowner's Signature:	Print Name:	Date:
Designated Agent's 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

REQUIRED INFORMATION

PROJECT SITE DIRECTIONS & INFORMATION RETRIEVAL

8. DIRECTIONS

Please complete the information below to assist staff in locating your project. This will avoid delays in inspections and permitting due to staff being unable to locate or access your site.

Property address or if vacant closest visible address to property:			<input type="checkbox"/> Vacant
Where is address visible?:	<input type="checkbox"/> House	<input type="checkbox"/> Garage	<input type="checkbox"/> Mailbox <input type="checkbox"/> Sign <input type="checkbox"/> Other
Name of access road to project:			
Road surface:	<input type="checkbox"/> Paved	<input type="checkbox"/> Gravel	<input type="checkbox"/> Two track
Road type:	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Seasonal
Name of nearest crossroad:			
Distance to crossroad in miles and tenths:			
Is there a gate:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, gate code or contact for entrance:
If helpful, please describe the driving directions to the site:			

* Gate keys and codes will only be used for inspector access to the property for SESC inspections. They will not be provided to others unless written authorization by the property owner(s) is provided.

9. PERMIT INFORMATION RETRIEVAL

Information below will be used to mail a paper copy of the permit for posting on site or to know who is picking it up as required under ACT 451.

Mailing location

Name of individual to retrieve permit (if not owner):	Mailing address:		
City:	State:	Zip code:	Phone Number: ()

Or in person pick up

Name of individual performing pick up:
Phone Number: ()

10. ADDITIONAL DIGITAL COPY REQUESTS

Individuals listed below will receive an emailed copy of the issued permit.

Name of Individual:	Email:
Name of Individual:	Email:
Name of Individual:	Email:

REQUIRED INFORMATION CHECK LIST **SOIL EROSION & SEDIMENT CONTROL PLAN**

11. LOCATION SKETCH(S)

<input type="checkbox"/> map or maps at a scale of not more than 200 feet to the inch (1" = 200')
<input type="checkbox"/> north arrow, scale, & site boundary
<input type="checkbox"/> proximity to water (lakes, streams, creeks, ponds, and drains)
<input type="checkbox"/> location of storm sewer inlets
<input type="checkbox"/> location of existing or proposed buildings & paved areas
<input type="checkbox"/> predominant land features
<input type="checkbox"/> contour intervals or slope description
<input type="checkbox"/> approximate direction of slopes before grading operations.
<input type="checkbox"/> approximate direction of overland runoff (sheet flow) coming onto the site from adjacent areas
<input type="checkbox"/> physical limits of earth change (disturbed area(s))
<input type="checkbox"/> location of existing and proposed on-site drainage and dewatering facilities.
<input type="checkbox"/> location of temporary and/or permanent SESC measures
<input type="checkbox"/> location of soil storage piles

12. PROPERTY DESCRIPTION

<input type="checkbox"/> legal description of the property
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13. SOILS SURVEY

<input type="checkbox"/> soils survey or written description of soil types
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* Refence website <https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>.

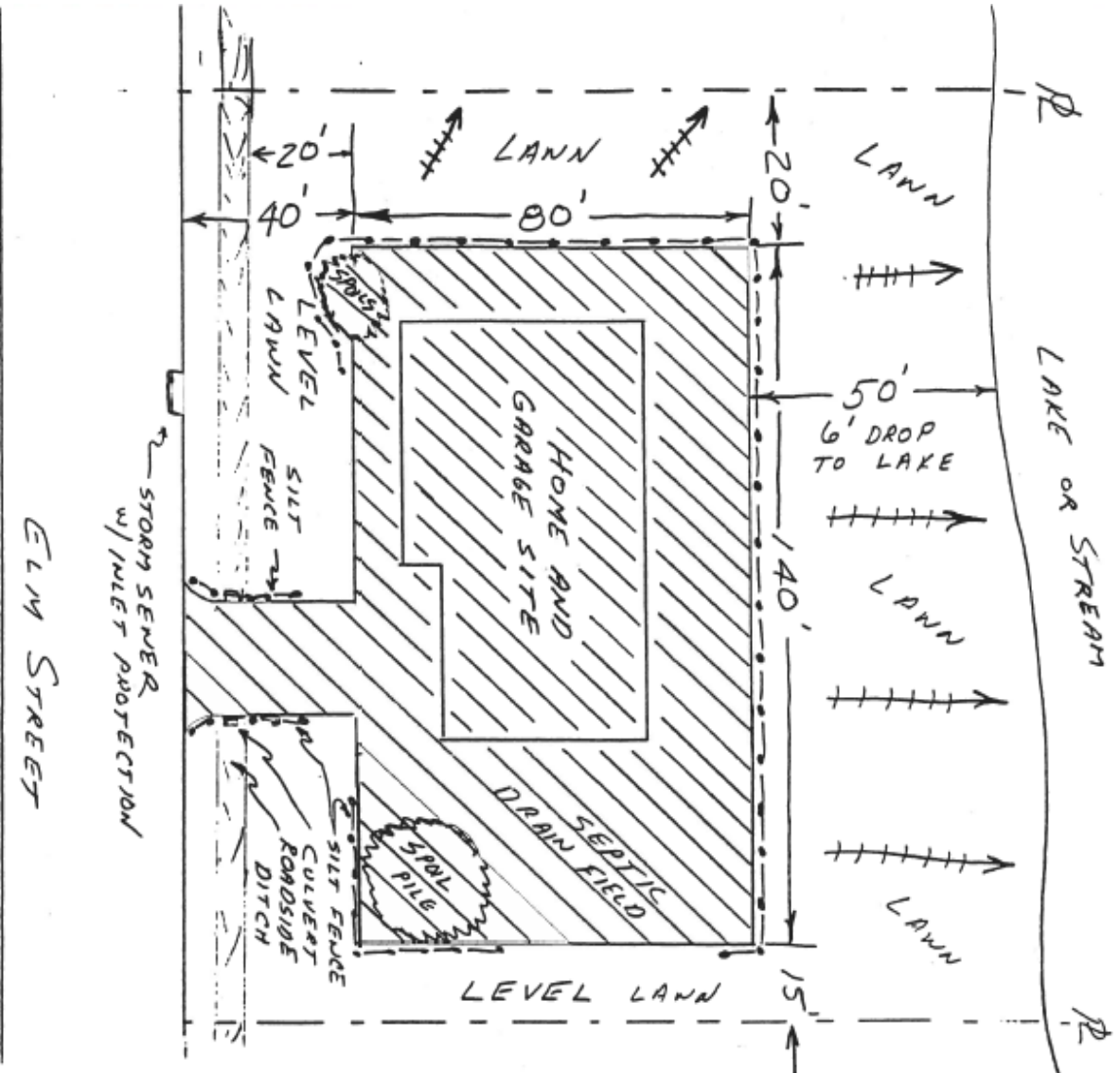
14. TIMING & SEQUENCING

<input type="checkbox"/> identification of earth change limits	(start date: _____; end date: _____)
<input type="checkbox"/> install of temporary SESC measures	(start date: _____; end date: _____)
<input type="checkbox"/> topsoil stripping or fill activity	(start date: _____; end date: _____)
<input type="checkbox"/> rough grade	(start date: _____; end date: _____)
<input type="checkbox"/> excavation & construction	(start date: _____; end date: _____)
<input type="checkbox"/> final grade	(start date: _____; end date: _____)
<input type="checkbox"/> spread topsoil, seed & mulch or sod	(start date: _____; end date: _____)
<input type="checkbox"/> second seed & mulch or sod (if needed)	(start date: _____; end date: _____)
<input type="checkbox"/> install of permanent SESC measures	(start date: _____; end date: _____)
<input type="checkbox"/> call for final SESC inspection: (231) 723-6041	(end date: _____)

* If phasing, please provide timing & sequencing for each phase

* If timing & sequencing changes need to be made, please submit new schedule

SAMPLE SITE PLAN

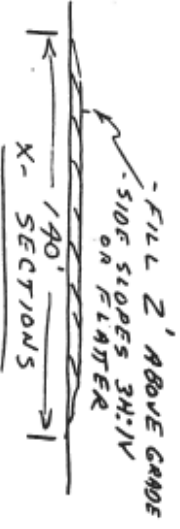
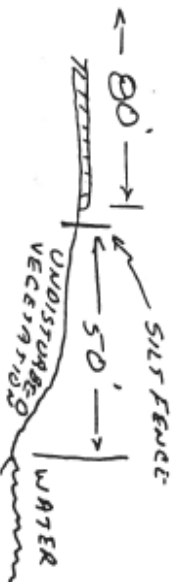


SOIL - SANDY LOAM

INDICATES DIRECTION OF SLOPE

INDICATES AREA OF EARTH CHANGE

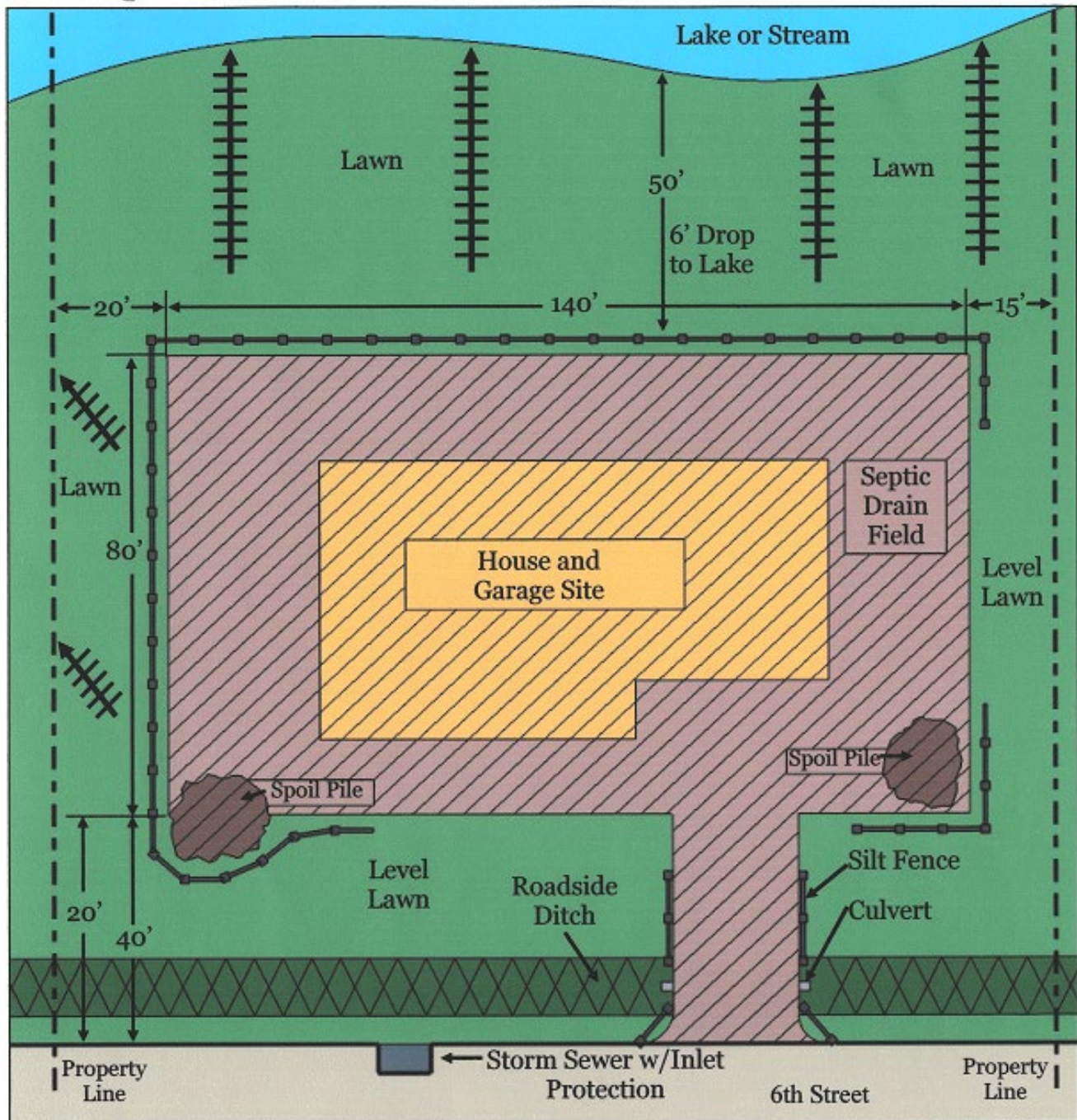
SILT FENCE



SCHEDULE

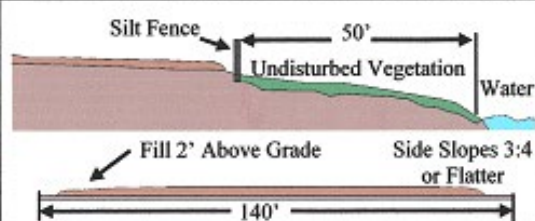
- 6/15 - INSTALL PERIMETER SEDIMENT CONTROLS
- 6/17 - GRADE SITE
- 6/17-9/10 - CONSTRUCTION OF HOME
- 9/15 - PAVE DRIVEWAY
- 9/15-9/20 - FINAL GRADE, SEED AND MULCH
- REMOVE PERIMETER CONTROLS WHEN GRASS IS ESTABLISHED

Sample Site Plan: Soil Erosion and Sediment Control Plan



Legend

- Area of Disturbance
- Direction of Slope
- Silt Fence



Schedule

- 6/15 - Install perimeter sediment controls
- 6/17 - Grade site
- 6/17 to 9/10 - Construction of home
- 9/15 - Pave driveway
- 9/15 to 9/20 - Final grade, seed and mulch, perimeter controls will be removed when grass is established.

Fee Schedule: Soil Erosion and Sediment Control Program

When is a Soil Erosion Permit Required?

An application is required for any soil disturbance:

- Within 500 feet of surface water, i.e., river, lake, or stream
- Within 500 feet of a county drain
- Earth changes over 1 acre of land, no matter distance to water, or drain
- Site has greater than 20% slope

Site Priority Matrix

Project Priority	Description
High Priority (3)	Earth change ≥ 5 acres OR Property has direct connection (immediately adjacent to or within the property) to surface water
Moderate Priority (2)	Earth Change with one or more of the following: <ul style="list-style-type: none"> • Slopes of 20% or more • County drainage easement adjacent to or within property
Low Priority (1)	Earth change >1 acres but <5 acres AND no direct connection to surface water OR Earth change within 500 feet of surface water with no direct connection to surface water

RESIDENTIAL Priority Fee Schedule - Permit Fee

Permit duration of 12 months, Scaled Site Plan Required

Project Type	High Priority (3)	Moderate Priority (2)	Low Priority (1)
Residential New Construction	\$650	\$450	\$250
Existing Residential (Garage, Addition, Outbuilding, etc.)	\$450	\$350	\$200
Septic Systems Replacement	\$300	\$200	\$100

COMMERCIAL/INDUSTRIAL Priority Fee Schedule - Permit Fee

Permit duration of 12 months

3 sets of Sealed Plans Required

All non-residential site plans will be prepared by an engineer,
 licensed to practice in the state of Michigan.

Project Type	High Priority (3)	Moderate Priority (2)	Low Priority (1)
Commercial/Industrial Base Fee (up to 1 acre) *Includes agriculture sites that are not exempted.	\$1000 (Base Fee) \$50/acre (> 1 acre)	\$800 (Base Fee) \$50/acre (> 1 acre)	\$600 (Base Fee) \$50/acre (> 1 acre)
Public Parks and Trails.	\$200	\$150	\$100



Project Type	High Priority (3)	Moderate Priority (2)	Low Priority (1)
Utilities (underground) up to 1 mile	\$200 (Base Fee) \$50/each additional ½ mile	\$200 (Base Fee) \$50/each additional ½ mile	\$200 (Base Fee) \$50/each additional ½ mile
Condos/Subdivisions (up to 1 acre)	\$1000 (Base Fee) \$90/acre (> 1 acre)	\$500 (Base Fee) \$70/acre (>1acre)	\$300 (Base Fee) \$50/acre (>1acre)
Roads/Driveways/Access drives up to ½ mile Every ½ mile afterwards	\$150.00 \$50	\$100 (Base Fee) \$50	\$50 (Base Fee) \$50
Existing Extraction Sites \$400 base fee \$50 for each additional acre over 5 acres Extraction permits may be extended for 5 years. After 5 years a new permit will have to be applied for.	\$400+	\$400+	\$400+

Other Fees:

Permit Amendments	\$50 – administrative only \$100 – requires additional fieldwork
Permit Transfer Fee	\$50, copy of Warranty Deed Required and Permit Transfer Form required
Residential Permit Extension	½ of the original permit fee for up to 12 months, not to exceed 2 years from original issue date
Commercial/Industrial Permit Extension	½ of the original permit fee for up to 12 months, after first extension permit must be reapplied for.
After the Fact Permit Earth change prior to receiving permit	Residential - Double permit fee Commercial/Industrial – Double permit fee
Surety	Head Planner will determine amount of Surety required based on the scope of project.
Additional fees	If the County determines that external review by a professional engineer is necessary, all costs will be paid for by the developer.
Refunds/Cancellations	Please note that there are No Refunds once a permit has been applied for.