



**Missaukee Conservation District**  
**Soil Erosion and Sediment Control Program**  
 6180 W. Sanborn Road, Suite 3  
 Lake City, MI 49651  
 Ph 231.839.7193 Fax 231.839.5411  
<http://missaukeecd.org/soil-erosion/>

## **Permit Application: Soil Erosion and Sediment Control Program**

**Why are permits needed?** Clean water is important. Sediment is considered the leading pollutant in Michigan's waterways. Fertilizers, petrochemicals, and other pollutants easily attach to sediment particles and are carried into waterways by erosion. Sediments pollute water bodies, covering fish habitat and spawning beds.

**Who needs an application?** Applications are required for any soil disturbance:

- within 500 feet of a body of water, i.e., river, stream, creek, lake or
- if you are disturbing over 1 acre of land, no matter the distance to water.

Waivers are available for some projects of small size or duration. Waivers must be filed before starting the project. **Permits are not issued the same day applications are received and require an initial site inspection.** Permits remain open for one year. Once soils are stabilized, sites are no longer at risk of erosion; then permits are closed.

<b>Residential and Commercial Prioritization Matrix and Fee Schedule</b>		
<b>Application fee \$15; permit duration 1 year; extension period 1 year</b>		
<b>Project Priority /Fee</b>	<b>Inspection Frequency</b>	<b>Description</b>
<b>High priority</b> <b>\$295</b> <b>Extension</b> <b>\$150</b>	Inspection at least 1 time every 2 weeks of open permit, <b>OR</b> after significant rain events	Earth disturbance is <b>over 5 acres AND</b> has a <i>direct connection</i> (immediately adjacent to or point source discharge to) <i>surface waters or adjacent property.</i> <b>OR</b> Commercial (gravel pits, schools, utilities, businesses).
<b>Moderate Priority</b> <b>\$150</b> <b>Extension</b> <b>\$75</b>	Inspection at least once per month	Earth disturbance <b>over 5 acres with no direct connection</b> to surface water or adjacent property <b>OR</b> Site <b>under 5 acres with direct connection</b> to surface water or adjacent property.
<b>Low Priority</b> <b>\$125</b> <b>Extension</b> <b>\$65</b>	Inspection at least once every 2 months	Earth disturbance <b>under 5 acres AND no direct connection</b> to surface water or adjacent property.
<b>Very Low Priority</b> <b>\$100</b> <b>Extension</b> <b>\$50</b>	<ul style="list-style-type: none"> <li>• inspection prior to issuance, and</li> <li>• after control measures are in place based on construction schedule, and</li> <li>• upon confirmation of site stabilization and closure</li> </ul>	Earth disturbance less than 1 acre <b>AND</b> flat site with more than 50 feet of established buffer on sandy or light soils. <b>OR</b> for a farm holding the following status: NRCS Conservation Plan, MAEAP verification, <b>OR</b> DEGLE CAPO
<b>Agricultural Construction</b> projects do not receive exemptions. These include: Barn construction; Silage pad/Leachate containment construction; Agrichemical handling facilities; Buildings for livestock, dry feed or equipment; Driveways and parking areas; Manure pits. See exemptions at <a href="http://missaukeecd.org/maeap/permit-exemptions-for-agriculture/">http://missaukeecd.org/maeap/permit-exemptions-for-agriculture/</a> .		
<b>Very Low Priority</b> <b>\$100</b>	See description above.	Farm holds the following status: NRCS Conservation Plan, MAEAP verification, DEQ CAFO
<b>Other</b>		
<b>\$50-\$100</b>	N/A	Fees assessed for disturbing soils under any of the above descriptions <b>without</b> a SESC permit.

*This matrix is intended to provide an overview for how sites are prioritized for inspection in Missaukee County. However, the Missaukee County Enforcing Agency reserves the right to use additional criteria (such as soil type, slope, and type of resource at risk) as mitigating circumstances when deciding whether a site is High, Moderate, Low, or Very Low priority. At a minimum, all sites will be inspected prior to permit issuance and upon confirmation of site stabilization and closure, as required by state law. Site prioritizations do not limit the frequency or amount of inspections; additional inspections will be conducted at the discretion of agents.*

Landowners or contractors may complete the application. A letter of consent (or filling out the form below) with the landowner's signature is required if the contractor or other designated agent is signing the application. Both are responsible for making sure the plan, as documented on the application, is followed. Applications are intended to help landowners develop a suitable plan to prevent erosion. Preventative measures to control erosion are far cheaper than the costs of cleaning after erosion occurs. If sediment enters water or project alters flow to neighboring properties, cleanup will be required and civil fines may be incurred.

Permits must be applied for *prior to* obtaining a building permit. **If soil is disturbed prior to obtaining a Soil Erosion and Sedimentation Control (SESC) permit, additional fees are charged.** Application is to be completed to the best of applicant's ability. Schedule an appointment if you would like free assistance. It is recommended that the landowner or designated agent meets the SESC agent at the site. **Any changes to the proposed earth change activities made to the project after submission of the permit application must be presented to and approved by the soil erosion agent before the changes have started.** Missaukee Conservation District will provide application copies free of charge. Additional information (application, waivers, and best management practice guides for the proper use and installation of SESC measures for the prevention of soil erosion) are posted at <http://missaukeecd.org/soil-erosion/>.

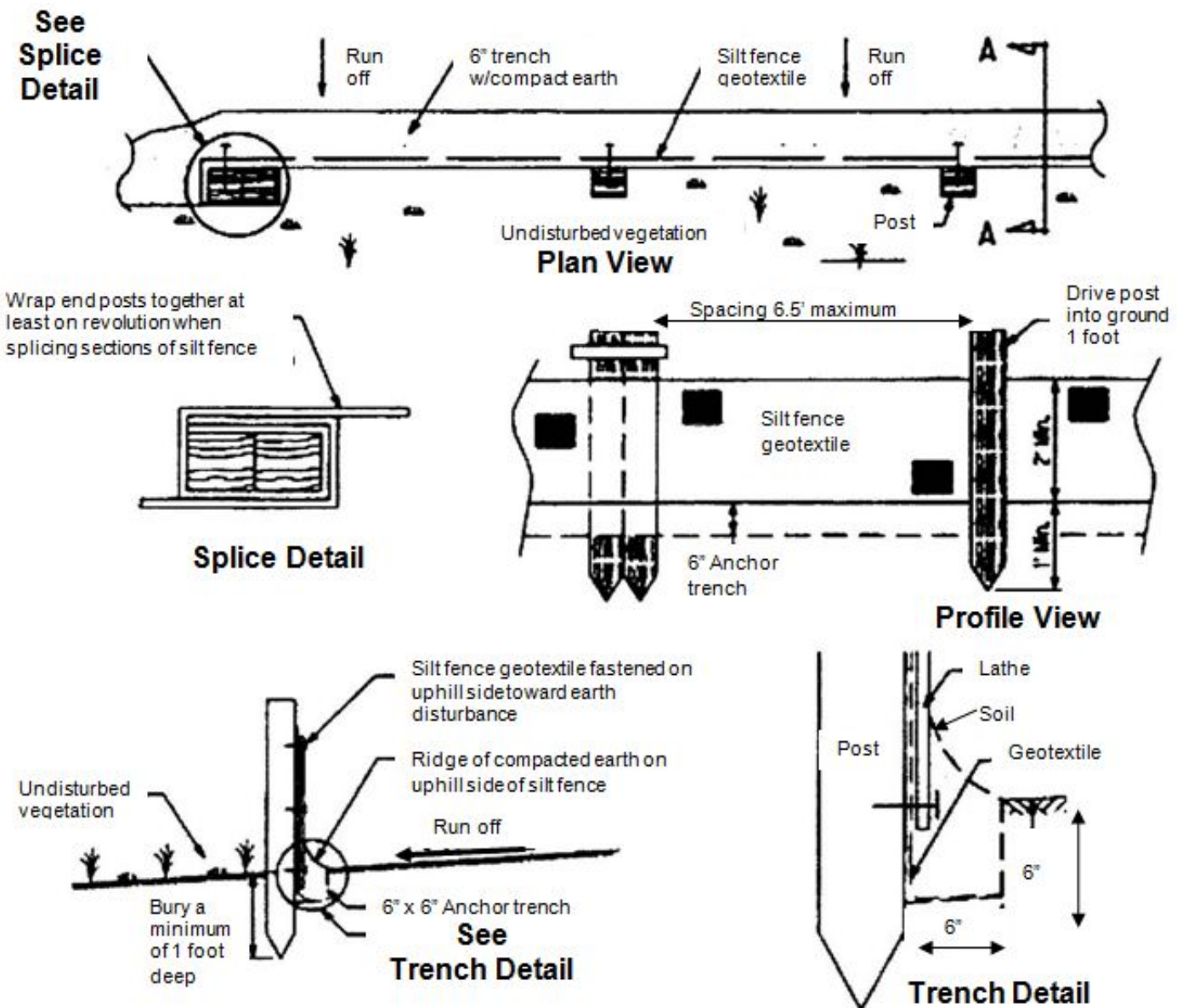
**Legal Setbacks and Additional Permitting:** Norwich, Pioneer, Bloomfield, Caldwell and Forest Townships on creeks feeding into the Manistee River have setback restrictions. This area is part of the Upper Manistee River Watershed and part of the Natural Rivers Act. It requires an additional free permit through Michigan Natural Rivers Program. Contact Brian Bury, Upper Manistee River State Zoning Administrator, at 989.732.3541, ext. 5088, or e-mail [buryb@michigan.gov](mailto:buryb@michigan.gov). Projects close to wetlands or along shorelines of lakes and streams are subject to additional permit requirements. For additional information, contact Sue Conradson, DEGLE Water Resources Division at 231.876.4443.

Part 91 of PA 451, which governs the Soil Erosion and Sedimentation Control Program, can be read by clicking on the following link, <http://legislature.mi.gov/doc.aspx?mcl-451-1994-ii-2-soil-conservation-erosion-and-sedimentation-control-91>.


# Silt Fence Installation

*Correct installation is critical.* Silt fence will not work on all sites. If not installed properly, they can be useless. For more information, ask this office for DEGLE's Best Management Practice guide for silt fence. **Landowners will be required to fix improperly installed fences and may be subject to violations if their improper use results in sediment leaving the property.**

- Must be trenched in a minimum of six inches
- Install stakes on the down-slope or undisturbed
- Install along the same contour
- Wrap joints to provide seal between two runs of fence
- Turn ends uphill



<b>Office Use Only</b>	Date Received	Permit No.
	Date Issued	Receipt No.
	Expiration Date	Priority ID

	Enforcing Agency: <b>Missaukee Conservation District</b> 6180 W. Sanborn Road, Suite 3 Lake City, MI 49651 Phone: 231.839.7193 Fax: 231.839.5411	Inspector
		Application Fee
		Permit Fee
		<b>Total Fee</b>
		<b>Paid</b>

**Please Note: THIS IS A FOUR PAGE FORM AND EACH PAGE MUST BE COMPLETE. OWNER OR DESIGNATED AGENT ORIGINAL SIGNATURES ARE REQUIRED. THE APPLICATION FEE IS AN AUTOMATIC NON-REFUNDABLE FEE. INCOMPLETE OR UNSIGNED APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

**PLEASE USE THE PRIORITIZATION MATRIX AND FEE SCHEDULE ON THE FRONT PAGE OF THIS APPLICATION PACKET TO DETERMINE THE TOTAL FEE DUE. MOST LAKEFRONT PROJECTS ARE CONSIDERED "MODERATE" PRIORITY. FINAL FEE DETERMINATION WILL BE MADE BY THE SOIL EROSION AGENT**

**LOCATION OF PROPOSED EARTH CHANGE ACTIVITY (Include map on a separate page):**

Parcel (Tax ID) Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lots: \_\_\_\_\_  
 Street Address or Location: \_\_\_\_\_  
 \*and nearest crossroads: \_\_\_\_\_  
 Township: \_\_\_\_\_ Section \_\_\_\_ T \_\_\_\_ N R \_\_\_\_ W

**DESCRIPTION AND DATES OF EARTH CHANGE ACTIVITY**

Describe Project:	
	Size of Earth Change (sq. feet or acres)
Nearest Water body	Distance to Water body (feet)
Date Project to Start	Date Project to be Completed

**LANDOWNER HOME ADDRESS & INFORMATION**

Name	Phone
Address	Cell
City, State, ZIP	e-mail

**DESIGNATED AGENT (If applicable)**

Name	Phone
Address	Cell
City, State, ZIP	e-mail
Company:	

**Missaukee Conservation District**

*Part 91 of P.A 451, 1994*

*Soil Erosion and Sedimentation Control (SESC) Signature Page*

I (we) affirm that the information is accurate and that I (we) will conduct the described earth change in accordance with Part 91 of P.A. 451, 1994, as amended, its corresponding rules, applicable local ordinances, and any agreements accompanying this application. I (we) further affirm that the attached Site Plan, Soil Erosion Control Plan and Checklist have been completed and I (we) understand the Special Conditions stated on the permit and will implement said Special Conditions as well as the Earth Change Requirements listed here.

**EARTH CHANGE REQUIREMENTS**

1. Design, construct and complete the earth change in a manner that limits the exposed area of disturbed land for the shortest period of time.
2. Remove sediment caused by accelerated soil erosion from runoff water before it leaves the site of earth change.
3. Temporary or permanent control measures shall be designed and installed to convey water around, through, or from the earth change at a non-erosive velocity.
4. Install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and maintain the measures on a daily basis. Remove temporary soil erosion and sedimentation control measures after permanent soil erosion measures are in place and the area is stabilized. *(Stabilized means the establishment of vegetation or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding or other earth movement.)*
5. Complete permanent soil erosion control measures for the earth change within five calendar days after final grading or upon completion of the final earth change. If it is not possible to permanently stabilize the earth change, then maintain temporary soil erosion and sedimentation control measures until permanent soil erosion control measures are in place and the area is stabilized.

**SIGNATURE OF LANDOWNER AND DESIGNATED AGENT**

<b>X</b>		
Landowner's Signature	Print Name	Date
<b>X</b>		
Contractor/Designated Agent Signature	Print Name	Date

**DESIGNATED AGENT APPROVAL AND INFORMATION**

I, \_\_\_\_\_ (*landowner*) authorize  
 \_\_\_\_\_ (*contractor/third party*)  
 to act as the Designated Agent for this project described in the attached application and SESC plan

\_\_\_\_\_ (*landowner signature*) Date \_\_\_\_\_

\_\_\_\_\_  
 Designated Agent Name

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Phone e-mail



Missaukee Conservation District  
Part 91 of P.A. 451, 1994  
Soil Erosion and Sedimentation Control Plan

**REQUIRED INFORMATION (Check boxes as completed.)**

<input type="checkbox"/> North arrow & map scale <input type="checkbox"/> Location of property boundaries, streets, etc. <input type="checkbox"/> Location and proximity to nearby lakes, streams, wetlands and wells <input type="checkbox"/> Soil type ( <i>circle one</i> ) SAND CLAY LOAM SILT <input type="checkbox"/> Boundaries & dimensions of the earth change <input type="checkbox"/> Contour lines or general slope information	<input type="checkbox"/> Predominant land features, structures, storm drains/inlets, county drains <input type="checkbox"/> Location of stockpiled soils <input type="checkbox"/> Location of temporary SESC measures (vegetated buffers, silt fencing, diversions, etc.) <input type="checkbox"/> Additional crosscut section drawing to include existing conditions and changes to be implemented.
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PROJECT LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

OWNER \_\_\_\_\_ DESIGNATED AGENT \_\_\_\_\_

													<b>LEGEND</b>	
													Property Boundary	----
													Limits of Earth Change	▨
													Slope Direction	→
													High Point	H.P.
													Silt Fence	●●●●●
													Stockpiled Soils	SS
													Undisturbed Vegetation	▭
													Tree Preservation	⊗



Missaukee Conservation District  
Part 91 of P.A. 451, 1994,  
Soil Erosion and Sedimentation Control (SESC) Written Plan

To develop an effective sediment control plan, the following information is required. Incomplete applications will not be processed.

1) Soil information: \_\_\_\_\_

2) Where the earth will be taken from and spoils placed: \_\_\_\_\_  
\_\_\_\_\_

3) Predominant land features (ex. stream banks, trees, wetland, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

4) Slope information (ex. if property at earth change rises 8' in 100' then slope is 8%):

<input type="checkbox"/> No slope (less than 2%)	<input type="checkbox"/> Greater than 2%
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5) Timing and sequence (projects of shorter duration may receive reduced fees):

Temporary SESC measures placed: \_\_\_\_\_

Excavation will begin: \_\_\_\_\_

Seeding/permanent measures installed: \_\_\_\_\_

6) Temporary SESC measures (check all that apply):

<input type="checkbox"/> Silt fence	<input type="checkbox"/> Waddle(s)
<input type="checkbox"/> Straw blanket(s)	<input type="checkbox"/> Slope erosion control devices
<input type="checkbox"/> Sediment log(s)	<input type="checkbox"/> Storm drain protection bag(s)
Other: _____	

7) Maintenance schedule for temporary measures: (check all that apply)

<input type="checkbox"/> Check all devices before <i>and</i> after storm events	<input type="checkbox"/> Empty sediment from storm drain protection bag(s)
<input type="checkbox"/> Remove back-filled debris from silt fence once it is 50% filled	<input type="checkbox"/> Immediately replace damaged silt fence(s) or other sediment control device(s)
<input type="checkbox"/> Do not mow between project and water for greater protection	<input type="checkbox"/> Replace straw/mulch over exposed soils when wind or storms remove
Other: _____	

8) Permanent SESC measures to achieve soil stabilization: (check all that apply)

<input type="checkbox"/> Install shrubs, trees, or other deeply rooted native plants to protect landscape
<input type="checkbox"/> Seed and mulch site no more than 5 days after final grade is achieved
Other: _____