



CITY OF EAST LANSING

PERMIT APPLICATION for Part 91 GRADING & SOIL EROSION & SEDIMENTATION CONTROL

Rev. 3/2014

Submit Application and Attachments to: dpwpermits@cityofeastlansing.com

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

Name <input type="checkbox"/> Landowner <input type="checkbox"/> Designated Agent (See bottom of page for agent requirements)			
Address			City
State	Zip Code	Phone Number & Fax Number	Email - Required

2. LOCATION

City		County
Subdivision	Lot No.	Street Address

3. PROPOSED EARTH CHANGE

Project Type: ☐ Residential ☐ Multi-family ☐ Commercial ☐ Other - CAMPUS
☐ Industrial ☐ Site Grading ☐ Office

Describe Project: (i.e., clear, excavate, grade existing site to construct parking lot, office building, etc.)		Size of Earth Change (acres or square feet)
Name of and Distance to Nearest Lake, Stream, or Drain	Date Project to Start	Date Project to be Completed

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Part 91, Rule 323.1703)

Two sets of SESC plans must be attached for initial review. 2 Full & 2 Half sets must be attached for final review & approval.	Plan Preparer's Company Name		Contact Person Name	
	Address		City	
	State	Zip Code	Phone Number	Email - Required

5. PARTIES RESPONSIBLE FOR EARTH CHANGE

Name of Landowner (if not provided in Box No. 1 above)		Address		
City	State	Zip	Phone Number & Fax Number	
Name of Individual "On Site" Responsible for Earth Change		Company Name & Email Required		
Address	City	State	Zip Code	Phone Number & Fax Number

6. PERFORMANCE DEPOSIT AND PERMIT FEE (To be determined by the City at the time of project approval)

<u>Performance Deposit</u> shall be based on the type of project and area of earth disturbance. See the most recent adopted fee schedule.
<u>Permit Fee</u> shall be based on the type of project and area of earth disturbance. See the most recent adopted fee schedule.

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, Chapter 34 of the East Lansing City Code, as amended, and the documents accompanying this application.		
Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

* Designated agent must submit a written statement from landowner authorizing him/her to secure a permit in the landowner's name prior to permit approval.

CITY OF EAST LANSING
GRADING, AND SOIL EROSION AND SEDIMENTATION CONTROL
PLAN REQUIREMENTS

The Grading, and Soil Erosion and Sedimentation Control Permit Application must be accompanied by a plan, sealed by an Engineer, Landscape Architect or Land Surveyor registered in the State of Michigan, drawn at a scale of least 1" to 100' with the following requirements:

1. A site location map indicating the site location with respect to major roads and lakes/streams.
2. A legal description of the site.
3. Elevations, dimensions and location of predominant land features, structures, buildings, paved areas and trees greater than 6" diameter on the site and on adjacent properties within 50' of the site.
4. Existing and proposed contour intervals not greater than 2 feet.
5. A soils survey or a written description of the soil types of the exposed land area and an estimation of the quantities of excavation and fill.
6. The physical limits of all earth change limits outlined and labeled.
7. The location and/or description of all existing and proposed on-site drainage and dewatering facilities shall be clearly shown.
8. Statement indicating name, distance and direction to stream, lake, or drainage channel or statement that site is not within 500 feet of such features. Show feature on the site location map.
9. Indicate whether any wetlands are in the area. If so, all work must have City and MDEQ approvals.
10. The location of and statement that any construction access road shall be a minimum of 50' in length and shall be protected with crushed stone or concrete, aggregate size 1" to 2". Reference City detail.
11. A description of how any temporary stockpiles of earthen material will be protected from soil erosion and their location.
12. A detailed project timing schedule indicating construction sequencing along with the installation of all SESC measures, including the approximate time permanent measures are to be in place. Include a permanent SESC maintenance schedule indicating who is responsible for the maintenance of SESC measures. (i.e. Contractor is responsible for temporary SESC measures and the property owner is responsible for permanent SESC measures.)
13. A note indicating that all disturbed areas shall receive permanent SESC measures within 5 days of final grading.
14. All temporary and permanent SESC measures shall be shown using the Michigan Department of Management and Budget (DMB).
15. Certification by the design professional who stamps the plans that storm water from the subject site will not adversely impact properties during construction and that the finished topography of the site will not have any adverse effect on adjoining lands.
16. If the site work involves grading the more than 5 acres a Notice of Compliance (NOC) form must be submitted to MDEQ by the Property Owner after receiving the City Grading and Soil Erosion & Sedimentation Control Permit.

Soil Erosion and Sedimentation control permits are issued under authority of Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended and Chapter 34, Grading and Soil Erosion Control, of the East Lansing City Code, as amended.