

**Ingham County Drain Commissioner
Patrick E. Lindemann**

707 BUHL AVENUE P. O. BOX 220 MASON MI 48854 PH. (517) 676-8395 FAX (517) 676-8364

APPLICATION FOR SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT

Date Issued _____ Expiration Date _____ **PERMIT NO.** _____ Permit Code
 R RMD C CMD W AG

APPLICANT Landowner Authorized Agent (Please check if applicant is the landowner or authorized agent*)

Name	Phone #	Fax #
Address	E-mail	
City	State	Zip

PROJECT LOCATION AND PROPOSED EARTH CHANGE

Township/City/Village	Property Tax ID Number (Obtain from local government agency)	Section
Street Address	Subdivision	Lot No.
Describe Proposed Earth Change		Size of Earth Change (acres or square feet)
Distance To Lake, Stream, Wetland, Catch Basin <input type="checkbox"/> < 500 FEET <input type="checkbox"/> > 500 FEET	Site Plan Preparer	Site Plan Preparer Phone #

PARTIES RESPONSIBLE FOR EARTH CHANGE

Landowner	Phone #	Fax #
Address	E-mail	
City	State	Zip
"On-site" Contact Person	Company Name (if applicable)	
Address	Mobil Phone #	Fax #
City	State	Zip

I (we) affirm that the above information is accurate and that I (we) will conduct that above described earth change in accordance with Part 91, its corresponding rules, applicable local ordinances, and the documents accompanying this application. I acknowledge that I have read and will comply with the general conditions and responsibilities as outlined in the application. This application serves as written consent for the Ingham County Drain Commissioner's Office to enter onto a site for the purpose of inspection. Please Note: 1) Contact inspector for final inspection. 2) Permit holder is cautioned that grade changes resulting in increased run-off onto adjacent property is subject to civil litigation. 3) This permit does not exempt permit holder from obtaining other permits issued by state or local agencies.

Landowner's Signature	Print Name	Date
Authorized Agent's Signature*	Print Name	Date

*Authorized agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.

OFFICE USE ONLY

Revised 1/1/2018

Check No.	Amt. Rec'd	Receipt No.	Receipt Type

Inspector _____

Drainage District # _____	Drainage District Name _____
S.E.P. Permit Fee \$ _____	Drainage Review Fee \$ _____
Preliminary Site Review \$ _____	8% Inspection Fee \$ _____
Performance Deposit \$ _____	5% Maintenance Deposit \$ _____
Performance Deposit Payment <input type="checkbox"/> CASH/CHECK <input type="checkbox"/> BOND <input type="checkbox"/> LETTER OF CREDIT	Transfer Fee \$ _____
Administrative Fee (425/433 Agreements) \$ _____	Inspection Escrow \$ _____
Crossing Permit \$ _____	Tap-in Permit \$ _____
Crossing Permit / Tap-in Permit Inspection Fee \$ _____	Resubmission Fee \$ _____
Violation Fee \$ _____	Cease & Desist Fee \$ _____
Renewal Fee \$ _____	

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RESIDENTIAL SOIL EROSION PERMIT REQUIREMENTS

1. Site plan to include the following:

- Map with scale of 1" = 40' or less for residential sites and 1" = 60' or less for commercial sites.
- Footprint of the proposed structure(s) or earth changes, including cut and fill locations.
- Street name(s), north designation, property boundaries, slope description and easements.
- Legal description of property and property tax I.D. number (Contact township or municipality for property tax I.D. number)
- Site location sketch that includes proximity of proposed earth change to waters of the state and predominant land features. (Show site location on a plat map or county map)
- A soils survey or written description of soil types. (May be taken from Ingham County Soil Survey or soil borings)
- Description and location of physical limits of earth change. (Draw boundary of limits on plan)
- Description and location of all existing and proposed drainage facilities (Show drainage arrows to indicate where water will flow off site and location of catch basins within 50 feet of site. Driveways must be at least 10 feet away from catch basins)
- Timing and sequence of proposed earth change (Include on site plan the dates of the excavation, rough grade & final grade, and permanent stabilization - permanent stabilization must occur within 5 days of final grade)
- Flood plain information (when applicable)
- Predominant land features, such as ponds, creeks, wetlands, steep slopes, county drains, detention ponds, and inlet structures which connect to storm sewer systems.
- In subdivisions, also include: USGS elevations, include proposed elevation for the top of the basement wall, and existing and final grade elevations. Final grade elevations must follow the master grading plan of the subdivision.
- Temporary and permanent SESC measures (such as silt fence, seeding/sodding, or inlet protection) with a maintenance program for each measure. Inspector may add measures or amend maintenance program when reviewing application.

2. Complete questions below (or include information from questions below on the site plan):

- Soil type: _____
- Grade description: _____% slope
- Excavated soils will be: Exported Used As Fill On Site Leveled On Site
(If soil stays on site, indicate on site plan where soil will be leveled)
- Sump pump and/or footing drain tile outlet to:
 Outlet To Lowland Outlet To Natural Water Body Outlet to Storm Drain N/A
- Sequence and timing of project:
Excavation _____ Rough Grade _____ Final Grade _____
Permanent Site Stabilization _____ Remove BMP's _____
- Permanent site stabilization to be completed by: Builder Property Owner Other...
(Complete permanent soil erosion control measures for all slopes, channels, ditches, or any disturbed land area within 5 calendar days after final grading or the final earth change has been completed.)
- Basement will include which of the following:
 Walk-Out Basement Day Light Windows Egress Windows Standard Windows N/A

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GENERAL CONDITIONS AND RESPONSIBILITIES TO RESIDENTIAL SESC PERMIT

In accordance with Rule 1709 promulgated under the authority of Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and in addition to the Rules and Procedures of the Ingham County Drain Commissioner and the information on the attached plan(s) and special conditions, the following general conditions apply to the earth change authorized by this permit:

- Design, construct, and complete the earth change in a manner that limits the exposed area of disturbed land for the shortest period of time.
- Remove sediment caused by accelerated soil erosion from runoff water before it leaves the site.
- 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.
- Install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and maintain measures on a daily basis. By the end of each workday, sweep or scrape up sediment tracked onto roadways. Remove temporary soil erosion and sedimentation control measures after permanent soil erosion measures are in place and the area is stabilized. "Stabilized" means establishment of vegetation (90% coverage with three inches of growth) or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding, or other earth movement.
- 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 measures are in place and the site is stabilized. After a site is closed, permanent erosion control measures are to be maintained by the property owner of record.
- Stock piled soils must be at least 15 feet from curb and sensitive features, such as lakes, streams, county drains, or wetlands, unless authorized by enforcement officer on approved plan. Additionally, catch basins shall not be located within ten feet of a driveway unless approved by the Drain Office engineer on the site plan.
- Enforcement staff may review and modify the approved soil erosion plan as needed throughout the construction period.
- The property owner or legal representative of the property owner is responsible for the maintenance of soil erosion and sedimentation control measures and the permanent stabilization of the site. If the property is sold and legal transfer has not occurred, the original property owner is held responsible for all soil erosion and sedimentation control, permanent stabilization, and permit renewal as needed for compliance.
- The County Enforcing Agency may issue a Cease and Desist Order and shall revoke a permit upon finding a violation of the Act, these rules, an approved local ordinance, or that there is a violation of a permit or an approved soil erosion and sedimentation control plan. The Cease and Desist Order will be rescinded upon verification of site compliance, and submission of the application, permit fees, and a performance deposit.
- A minimum of \$1000.00 as a cash performance deposit will be required for each subsequent permit issued over the following 12 months following a Cease & Desist Order. The Drain Commissioner's engineer will determine the commercial performance deposit amount. The amount of the performance deposit will increase with each Cease & Desist Order issued. Inspection fees for all site inspections following a Violation or Cease & Desist Order are as follows:
 - Follow-up inspection to Violation Notice.....\$300.00
 - Follow-up inspection to Cease & Desist Order.....\$300.00
- The permit holder is responsible for maintaining the validity of the permit throughout the duration of construction and ultimate stabilization of a site.
- Confirmation of adherence to approved grading plan and proposed final elevations will be required upon request of the Drain Commissioner's engineering staff.
- All outstanding fees, including performance deposit and inspection fee(s), must be paid prior to renewals or new permits being issued.

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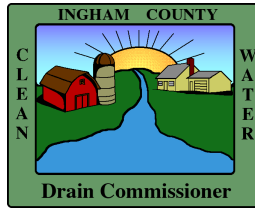
Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

David C. Love
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

Letter of Authorization for Soil Erosion Permit

I, the landowner, of property, parcel # _____,
address: _____,
authorize _____ to secure a Soil Erosion and
Sedimentation Control Permit for the earth disturbance on my property.

Date: _____

Landowner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Landowner's Signature

Print Name

Authorized Agent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Mobil Phone: _____

Authorized Agent's Signature

Print Name

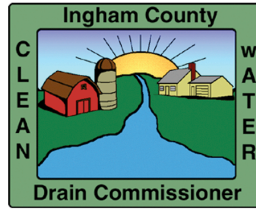
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NOTIFICATION OF EXISTING SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PERMIT AND THE NEED TO TRANSFER PERMIT OBLIGATIONS

Prospective Landowner(s):

Mr./Ms.: _____

Address: _____

SUBJECT: SESC Permit No. _____

Pursuant to Section 9112(5) of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, please be advised that the parcel(s) you are purchasing is/are currently under the above referenced SESC permit issued by the Ingham County Drain Commissioner (Address: P.O. Box 220, Phone #: (517) 676-8395). A copy of that permit and approved plans are enclosed for your information.

Please be advised that when the parcel(s) is/are transferred into your name(s), you assume responsibility for all permit obligations and conditions, including SESC plan requirements, and for any violations of the permit on the transferred parcel(s) that exist on the date the parcel(s) is/are transferred. Also, please be advised that if the earth change or SESC measures authorized by the above-referenced permit are altered or modified, a revised plan and a new SESC permit may be required.

In addition, authorization to discharge storm water from this property has _____ or has not _____ been obtained (**check appropriate box**) under the National Pollutant Discharge Elimination System (NPDES) from the Michigan Department of Environmental Quality (MDEQ). If authorization was granted (Authorization No. _____), you may have to obtain authorization on the parcel(s) you purchased. Landowners disturbing one or more acres that have a point source discharge to surface waters of the state are required to obtain NPDES authorization. Landowners disturbing from one to less than five acres with a point source discharge to the waters of the state have automatic NPDES authorization to discharge storm water once the SESC permit has been obtained. Landowners disturbing five or more acres with a discharge to the surface waters of the state are required to obtain NPDES authorization by submitting a Notice of Coverage (NOC) to the MDEQ.

Note: NPDES storm water authorization must always be in the landowner's name and is predicated upon having an SESC permit in the landowner's name. Merely transferring the obligations of an SESC permit on a parcel within a common plan of development does not satisfy the requirement for having the SESC permit in the new landowner's name. If the parcel(s) you purchased requires NPDES authorization to discharge storm water, an SESC permit will have to be obtained from the SESC permitting agency referenced above prior to

*Parcel Transfer

transferring the parcel(s) in your name(s). If the total disturbance on your parcel(s) exceeds five or more acres, you must submit an NOC, a copy of the SESC permit, site location map, and the appropriate fee prior to transferring the parcel(s) into your name to the MDEQ, Water Bureau, Permits Section, Constitution Hall, Second Floor North, P.O. Box 30273, Lansing, Michigan 48909.

It is anticipated that the transfer of ownership will occur on _____. Please acknowledge receipt of this notification and your concurrence with the above-stated stipulations by countersigning below and returning it to me, the owner/permittee, at the address below by _____. This signed document must be submitted to the SESC permitting agency **ten (10)** business days prior to the transfer of the property.

Disclaimer: This transfer form only fulfills the notification requirement regarding SESC permit obligations pursuant to Part 91 and the reauthorization, if appropriate, to discharge storm water from the site. It does not address the notification or permit requirements that may exist for any other federal, state, or local permits that may be associated with this property.

Owner(s)/Permittee(s):

Name(s): _____
_____ (print) _____ (signature)

Address: _____
_____ (date)

Phone: _____

Prospective Landowner(s)/Permittee(s):

Name(s): _____
_____ (print) _____ (signature)

Address: _____
_____ (date)

Phone: _____

Enclosure

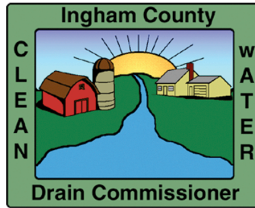
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NOTIFICATION OF EXISTING SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PERMIT AND THE NEED TO TRANSFER PERMIT

Prospective Landowner(s):

Name(s): _____

Address: _____

SUBJECT: SESC Permit No. _____

Pursuant to Section 9112(5) of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, please be advised that the property you are purchasing is currently under the above-referenced SESC permit issued by the Ingham County Drain Commissioner (Address: P.O. Box 220, Phone #: (517) 676-8395). Upon transfer of the property to your name(s), the SESC permit will be transferred into your name(s). A copy of the existing permit and approved plans are enclosed for your information.

Please be advised that when the property is transferred into your name(s), you assume responsibility for compliance with all SESC permit obligations and conditions, including plan requirements, and for any violations of the permit. Also, please be advised that if the earth change or SESC measures authorized by the above-referenced permit are altered or modified, a revised plan and permit modification will be required.

In addition, authorization to discharge storm water from this property has _____ or has not _____ been obtained (**check appropriate box**) under the National Pollutant Discharge Elimination System (NPDES) from the Michigan Department of Environmental Quality (MDEQ). If NPDES authorization was granted (Authorization No. _____), a written request to have the authorization changed to reflect new ownership must be made to MDEQ at the time the property is transferred. Requests must be submitted to the MDEQ, Water Bureau, Permits Section, Constitution Hall, Second Floor North, P.O. Box 30273, Lansing, Michigan 48909. If NPDES authorization to discharge storm water from the property has not been issued, notification to the MDEQ is not necessary.

It is anticipated that the transfer of ownership will occur on _____. Please acknowledge receipt of this notification and your concurrence with the above-stated stipulations by countersigning below and returning it to me, the owner/permittee, at the address below by _____. This signed document must be submitted to the SESC permitting agency **ten (10)** business days prior to the transfer of the property.

*Whole Property Transfer

Disclaimer: This document fulfills the notification requirement for transferring an SESC permit into a new owner's name pursuant to Part 91 and the reauthorization, if appropriate, to discharge storm water from the site. It does not address the notification or permit requirements that may exist for any other federal, state, or local permits that may be associated with the property.

Owner(s)/Permittee(s):

Name(s): _____

(print)

(signature)

Address: _____

(date)

Phone: _____

Prospective Landowner(s)/Permittee(s):

Name(s): _____

(print)

(signature)

Address: _____

(date)

Phone: _____

Enclosures

Revised 1/1/2018

*Whole Property Transfer