

# COUNTY OF SAGINAW

**BRIAN J. WENDLING  
PUBLIC WORKS COMMISSIONER**

Governmental Center  
111 S. Michigan Avenue  
Saginaw, Michigan 48602-2086  
Phone 989-790-5258 • FAX 989-790-5259



## SOIL EROSION AND SEDIMENTATION CONTROL PERMITS APPLICATION INFORMATION AND INSTRUCTIONS

Attached is the application form for a Soil Erosion and Sedimentation Control permit. A permit is needed if the earth change:

1. disturbs more than one acre of land or
2. is within 500 feet of a lake or stream, including open county drains and water bodies over one acre of surface area or
3. is a parcel in a subdivision or development that was permitted after May 29, 2003, when that parcel changes ownership or type of earth change activity

Please review the form before filling in the required information. The entire form must be completed before submitting for processing.

Item 2 – refers to the location of the earth change or project

Item 3 – briefly describes the earth change; size includes the entire area disturbed, i.e. cut, fill, stockpile, etc.

Item 5 – be sure to list the responsible individual actually “on site”, along with the other information

Additional information and items to include with application:

1. One set of Soil Erosion and Sedimentation Control plans for engineered projects, or if required by the County Enforcing Agency
2. Site plan with additional information listed on page 2, or a soil erosion schedule for subdivision lots as detailed on page 4 & 5, for non-engineered projects.
3. Proof of ownership, included with legal description
4. Check for appropriate fees, payable to **SAGINAW COUNTY PUBLIC WORKS COMMISSIONER** based on the following schedule:

<b><u>Residential Permit 12 Months</u></b>	<b>Fee (Round up to the nearest ¼ acre)</b>
Minor Permit (Less than 1 acre)	\$300.00
Major Permit (1 or more acres)	\$300.00 + \$150 per acre over one
<b><u>Residential Permit 18 Months</u></b>	
Minor Permit (Less than 1 acre)	\$400.00
Major Permit (1 or more acres)	\$400.00 + \$150 per acre over one
<b><u>Industrial/Commercial Permit</u></b>	
Minor Permit (Less than 1 acre)	\$500.00
Major Permit (1 or more acres)	\$500.00 + \$200 per acre over one
<b><u>Mining Operation Permit *</u></b>	
Minor Permit (Less than 2 acres)	\$500.00
Major Permit (2 or more acres)	\$500.00 + \$50 per acre over two
<b><u>Utility Permit</u></b>	
Minor Permit (Less than 1 mile)	\$400.00
Major Permit (1 or more miles)	\$400.00 + \$50 per mile over one
<b><u>Annual Renewal of Existing Permit</u></b>	<b>Fee</b>
Mining Permit	\$300.00
All other renewals	Same as initial fee

\*Mining operation includes all excavations for the purposes of removing and/or selling materials including the construction of ponds and/or lakes.

**ITEMS TO BE INCLUDED IN THE SOIL EROSION AND SEDIMENTATION  
CONTROL PLAN**

1. A scaled drawing of the project, not more than 200 feet to the inch. For many projects this can be a non-engineered plan.
2. A legal description of the property, from the deed or tax statement.
3. Site location sketch or map, including property boundaries.
4. Proximity to lakes and streams, including open county drains.
5. The predominant land features and vegetation.
6. Contour intervals or slope description.
7. Description of soil types.
8. Show the boundaries or limits of the earth change(s). Includes excavation, fill stockpiling, grading.
9. Drainage patterns, where water leaves the site.
10. Timing and sequence of the earth changes. (Sample construction schedule available)
11. Description and location of the temporary and permanent erosion control measures.
12. How are the erosion control measures maintained and by whom?

A worksheet and sample plan that shows how most of the items are included on a single sheet is included in this packet.

**Complete applications, supplemental information and fees should be mailed to:**

SAGINAW COUNTY PUBLIC WORKS COMMISSIONER  
111 S Michigan Ave  
Saginaw, MI 48602

**Projects started without a permit are in violation of the law and subject to double fees.**



## **Soil Erosion and Sedimentation Control Requirements For Subdivision House Construction**

1. Disturb the minimum area necessary for construction. Leave the maximum amount of vegetation undisturbed along curb and rear lot inlets.
  
2. Keep soil from eroding off the site by either:
  - a) maintaining a 20-ft buffer zone of mature vegetation along curb in flat areas, **or**
  - b) trenching in silt fence along the curb, **or**
  - c) Constructing and maintaining a sediment containment swale behind the curb.
    - i. If soil is put into the swale or buffer zone during construction, install trenched-in silt fence around the soil.
  
3. Protect the driveway from eroding into the street by either:
  - a) Installing a stone aggregate driveway immediately after backfilling basement or crawl space, **or**
  - b) Paving the driveway immediately after backfilling basement or crawl space.
    - i. Care should be taken to limit access to the aggregate or paved driveway.
    - ii. Park all vehicles on the street or on the aggregate/paved driveway; do not park any vehicles on bare soil.
  
4. Protect storm water inlets as follows:
  - a) Rear lot inlets: Install and maintain filter fabric or bag. Replace when covered with sediment. Make sure fabric covers the entire opening.
  - b) Street inlets: Install inlet protection and maintain on a regular basis to ensure proper drainage.
  
5. Any sediment or other material which gets into the street must be removed daily.
  
6. Landscaping: Apply top-soil, seed and mulch as soon as construction traffic in yard allows. The contractor must set a date by which seeding is to be completed.
  - a) If soil is seeded too late in the year for the yard to fill in with grass, install either:
    - i. A strip of mulch blanket along the curb and sidewalk, and enough mulch over the rest of the yard to prevent erosion rills, or
    - ii. Trenched-in silt fence along the curb and sidewalk. Leave silt fence in place until grass is established.

**SOIL EROSION SCHEDULE;** to be completed by developer or contractor. Fill in the blanks with an approximate date for each activity or with a schedule, i.e. Start within X days, weeks 1, 2, 3 etc.

1. Remove topsoil \_\_\_\_\_
2. Construct sediment swales \_\_\_\_\_ **or**  
Install trenched-in silt fence along curb \_\_\_\_\_
3. Construct and backfill basement/crawl space \_\_\_\_\_
4. Install aggregate stone driveway \_\_\_\_\_
5. Pave driveway \_\_\_\_\_
6. Seed and mulch yard \_\_\_\_\_
7. Install winter yard protection: Silt fence \_\_\_\_\_ **or**

Mulch blanket \_\_\_\_\_

For areas with public traffic, what measures will be used in street inlets to catch sediment without flooding streets?

\_\_\_\_\_

How will sediment be removed daily from street? \_\_\_\_\_

**Return this form to the Saginaw County Public Works Department as a portion of your Soil Erosion and Sedimentation Control Plan.**

**OFFICE USE ONLY**

**PERMIT APPLICATION  
for Part 91  
SOIL EROSION AND  
SEDIMENTATION CONTROL**

Permit Number
Date Issued
Expiration Date
File Number

**1. LANDOWNER**

Name			
Address	City	State	Zip Code
Area Code/Telephone Number		** Email Address	

**2. LOCATION**

Section	Town	Range	Township	City/Village	County
Subdivision		Lot No.	Tax ID Number/Parcel Number	Street Address	

**3. PROPOSED EARTH CHANGE**

Project Type:  Residential - 12 mo.  Industrial/Commercial  Utility  
 Residential - 18 mo.  Mining Operations/Pond

Describe Project		Size of Earth Change (acres or square feet)
Name of <b>and</b> 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 Rule 323.1703)**

<b>Note: <u>1</u> complete set of plans must be attached.</b>	Estimated Cost of Erosion and Sediment Control
	Plan Preparer's Name and Telephone Number Area Code

**5. PARTIES RESPONSIBLE FOR EARTH CHANGE (GENERAL CONTRACTOR)**

Name <input type="checkbox"/> Landowner <input type="checkbox"/> Designated Agent	Company Name		
Address	City	State	Zip Code
Area Code/Telephone Number	** Email Address		

**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	** Email Address			

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 Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.

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.

\*\* Permit and receipt for fees sent via email for faster service.