



# Oceana County Drain Commission

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## Instructions for Filling out the Soil Erosion and Sedimentation Control Permit Application

Under Part 91 of Public Act (P.A.) 451, 1994 as amended

- Permit application should be filled out in ink or typewritten
- Permit application may be filled out by an agent, engineer, architect or contractor; however, it must be signed by the property owner of the project as he/she will be the permit holder by State Law. A letter of authorization can also be signed by the property owner and attached to the permit application which authorizes a third party to apply for the Soil Erosion and Sedimentation Control (SESC) permit on the property owner's behalf.
- Plan review and permit fees should be submitted with the application. Permit will not be issued until all fees are received.
- All required information to be complete prior to permit application review. This includes the submission of all required drawings, maps, etc.
- Maximum time frame for permit issuance is 30 calendar days from the date a complete application and payment are received. Residential permits are reviewed, field inspected, & issued usually within 7 days of submittal.
- "Enforcing Agency" as used below means the Oceana County Drain Commission.

### Application Questions (The numbers / letters below correspond to the questions numbers / letters on the application)

1. The property address is the site location address where the earth disturbance is taking place, along with the Township and parcel number. **Parcel number is required.**
2. Include the Property Owner's name. If owner is a business or corporation, state business name and the designated contact person. Provide mailing address, telephone numbers, and e-mails where the owner or contact person can be reached days, nights, and weekends. Provide the name of the contractor, architect, engineer, or agent, if applicable, who will be in charge of site work. If no contractor is chosen by the time the permit is submitted state "to be determined"; and relay the information to the enforcing agency when determined. Provide the mailing address, phone numbers, and e-mails of the contractor, engineering/architectural firm or agent. Provide name of the on-site responsible person along with a cell phone number. The on-site responsible person should have the authority and ability to perform any work needed to repair or replace damaged erosion control measures as well as the authority to procure and install additional erosion control measures if needed.
3. Type of Construction/Earth Disturbance specifies the type of project. Choose the appropriate type. Circle whether the project is an addition, garage or barn. If the project is a fill, land balancing, or grading operation on an agricultural property associated with the fields, the fees fall under the Agriculture fee. Earth disturbance on agricultural properties for the purpose of construction of any type of building or drive will be considered as "commercial" or "residential" as appropriate and charged a permit fee accordingly. If the project is a

commercial project, the commercial fees apply. The type "other" can include a septic/drain field project, a limited use project, commercial, mining, industrial, etc.

4. A. Is the applicant removing any soil from the site? This includes topsoil, sand, clay, muck, etc. even if replacement fill is to be placed.  
  
B. Is the applicant proposing to bring any soil, pea gravel, top soil, driveway gravel, etc. to the project site? This includes any type of soil / gravel material to be brought onto the site even if it is as a replacement for bad soil which is to be excavated and removed from the site.  
  
C. Is the builder named in question #2 above stabilizing the site after final construction is complete? If not, please name the landowner, landscaper, etc. who will be responsible for placement of permanent SE/SC controls.  
  
D. Is the property within 500' for a lake, stream, open drain, pond, detention/retention pond or wetland?  
  
E. Is the project located partially or entirely within an MDEQ regulated wetland, Shorelands protection area, Critical Dune, High Risk Erosion Area, etc.? If so, please provide the Drain Commissioner's office a copy of the required MDEQ permit once it has been obtained.  
  
F. If the local municipality has zoning rules, has the applicant contacted the zoning official for the City, Village or Township and have written approval for the project? A copy of the local zoning permit should accompany the SESC permit application.
5. How many square feet or acres of earth will be disturbed in order to develop the site? This includes, at a minimum, the building footprint, soil stockpile areas, driveways, access roads and a reasonable area around buildings which will be disturbed incidental to construction activities.
6. How far away is the project from the nearest body of water or wetland?
7. What type of soil(s) is at the project site location? This may be determined by referencing the Oceana County Soil Survey or digging one or more holes on the site within the area proposed to be disturbed. Please list each soil type, if multiple soil types are expected to be encountered within the disturbed area.
8. **Sequence of Construction** - Each month contains four boxes representing the 4 weeks in a month. Please provide a best estimate as to when the project will progress to from staking the property through permanent erosion control which means when vegetation (grass, mulch, etc) is in place and there is no further need for temporary erosion control measures such as silt fence. This information is used by enforcing agency staff in helping to determine appropriate SESC controls as differing weather conditions at certain times of the year may require modifications to the type of SESC controls used on the project.
9. Please provide the name and cell phone number of the person(s) responsible for the weekly inspections and maintenance of the temporary SESC controls on the site during the construction period. This is the person(s) who the enforcing agent will contact if problems are noted on the site which require immediate attention. **This is required information.**
10. Legal description of the property: This may be found on the property tax bill, from a property survey drawing or on the property deed.

11. Location map showing driving instructions to the site from a major road: This may be hand drawn and does not have to be to scale. *(provided in packet)*
  
12. The following items are the minimum pieces of information required to be shown on the site plan map turned in with the permit application. Site plans and location maps do not have to be drawn on the sheets provided in this application package but the sheets are provided for applicant's convenience.
  - A. Topographical map which accurately shows the existing and proposed drainage patterns: If a contour map of the property is available, this is the preferred method of showing the existing and proposed drainage patterns. If a contour map is not available, drainage patterns, both existing and proposed, may be shown by drawing a series of arrows (pointing in the direction of water flow) and estimating the percent slope (change in elevation in feet per 100 feet of horizontal distance). If the drainage pattern is to be changed as part of the project, show both the existing (preconstruction) and proposed (after construction) drainage patterns. Arrows of different colors may be used to differentiate between preconstruction and after construction drainage patterns.
  - B. Lakes, streams, wetlands, drainage courses, etc. must be shown on the plans. If these water features are close enough to the proposed disturbed areas to fit on the drawing to scale then please draw them on the plan to scale. If the water courses are too far away to fit on the drawing to scale, then please show them in relative position to the proposed disturbance and indicate distance with an arrow and number written above the arrow.
  - C. Show the location of the house, garage, road, driveway, swales, lakes, streams, wetlands, pond, ditches, etc. Please draw on the site plan, to scale, any existing and proposed buildings located on the site including sheds, barns or other outbuildings. Any existing or proposed driveways, on-site access roads or parking areas should also be shown on the site plan. All water courses including lakes, streams, ditches, wetlands, etc. either on the site or nearby should also be shown to scale on the site plan.
  - D. Graphic location of temporary and proposed permanent soil erosion controls (silt fence, stone access drive, retaining wall, lawn, etc.): The site plan should show any proposed controls for soil erosion and sedimentation control and their proposed locations. For each proposed control measure, please note whether the control measure is proposed to be temporary (during construction) or permanent (remaining after construction).
  - E. Graphic Location of limits of earth disruption: Please indicate on the site plan the area proposed to be disturbed by the construction activities. Incidental areas of disturbance such as access roads and soil stockpile areas should also be shown and noted.
  - F. Soil erosion and sedimentation control details: For each proposed temporary and permanent soil erosion or sedimentation control measure, please provide detail drawings with components labelled and dimensioned. Detail drawings do not have to be to scale but it helps staff evaluate the details if they are to scale. Details should not be at the same scale as the site plan drawing.
  - G. Maintenance notes for soil erosion & sedimentation controls must include the following statement: "The soil erosion controls will be inspected and maintained weekly and within 24 hours of any rainfall event by (name)". This statement must appear on all site plan drawings and the name included should be the same name as entered for question #9 above.

If, after reading these instructions, an applicant is still unsure how to answer a question or have any questions on what is expected on the maps and drawings, please contact the Oceana County Drain Commissioner's office at 231-873-3887 and we will answer any questions or clarify what we are looking for on a drawing. The office hours are 8:00 am to 4:00 pm Monday through Friday except on holidays and occasionally the office is closed from 12:00 pm to 1:00 pm for lunch.



# SOIL EROSION PERMIT APPLICATION (SESC)

Oceana County Drain Commissioner  
100 State Street, Suite M-11  
Hart, MI 49420  
Office: (231) 873-3887 Fax: (231) 873-9218  
E-mail: dc@oceana.mi.us

Date: \_\_\_\_\_  
Permit#: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Site class: \_\_\_\_\_  
Expires: \_\_\_\_\_

PLEASE TYPE OR PRINT

## 1. GENERAL INFORMATION

PROPERTY ADDRESS \_\_\_\_\_  
CITY/VLG/TWP \_\_\_\_\_ PARCEL# 64- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (REQUIRED)

## 2. CONTACT INFORMATION

LANDOWNER NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

DESIGNATED AGENT (IF APPLICABLE) \_\_\_\_\_

BUILDER \_\_\_\_\_ CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

ON-SITE RESPONSIBLE PERSON \_\_\_\_\_  
CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## 3. TYPE OF CONSTRUCTION/EARTH DISTURBANCE

\_\_\_\_\_ SINGLE FAMILY RESIDENCE  
\_\_\_\_\_ ADDITION/GARAGE/BARN  
\_\_\_\_\_ FILL, LAND BALANCING OR GRADING OPERATION  
\_\_\_\_\_ OTHER (SPECIFY *e.g. commercial, mining, etc.*) \_\_\_\_\_

## 4. PLEASE ANSWER "YES" OR "NO" TO THE FOLLOWING QUESTIONS

\_\_\_\_\_ A. Will any soil be removed from the site?  
\_\_\_\_\_ B. Will any "fill" material be brought into the site? **If yes**, state amount & type(s) of fill \_\_\_\_\_  
\_\_\_\_\_ C. Will vegetative re-stabilization (sod, seed & mulch, landscaping, etc) be provided by the builder?  
\_\_\_\_\_ D. Is the property within 500' of a lake, stream, open drain, pond, detention/retention pond or wetland?  
**If yes, identify the water course: Name** \_\_\_\_\_  
\_\_\_\_\_ E. Does the project require a MDEQ permit? If so, please submit a copy to the Drain Office once received.  
\_\_\_\_\_ F. Has a zoning permit been obtained? If so attach a copy of the zoning permit

5. Area of earth disruption in acres or square feet \_\_\_\_\_
6. Distance from earth disruption to nearest open drain, lake, stream, pond, or wetland in feet \_\_\_\_\_
7. Type of soil (or attach a soils survey map of the property) e.g. sand/silt/clay \_\_\_\_\_

		<b>SEQUENCE OF CONSTRUCTION</b>											
		<b>OPERATION TIME SCHEDULE - BEGINNING WHAT DATE?</b>											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mark critical areas/stake bldg													
sediment Control measures													
Remove trees													
stockpile topsoil/stabilize													
rough grade site													
Temporary erosion control													
excavate basement/footings													
install underground utilities													
Backfill Basement/footings													
construct superstructure													
Stone Access Drive													
Final Grading													
permanent erosion control													

8. Fill in the sequence on the above construction chart:
9. **The Soil Erosion and Sedimentation Controls will be inspected and maintained once a week and after every storm event**  
**by: \_\_\_\_\_ Cell# \_\_\_\_\_ REQUIRED**
10. Legal Description of property
11. Location map with road names and nearest intersection.

12. Include One (1) Site Plan showing the Following: *(all items to be drawn to scale, no larger than 1" = 200')*  
*(Use a blank piece of paper or the Topographic & Site Development Plan sheet provided)*

- A. Topographical map, which accurately shows the existing & proposed drainage patterns
  - B. Lakes, streams, wetlands, drains, etc. must be shown on the plans
  - C. Show the location of the house, garage, road, driveway, swales, lakes, streams, wetlands, pond, ditches, etc.
  - D. Graphic location of temporary & proposed permanent soil erosion controls (silt fence, stone access drive, etc)
  - E. Graphic location of limits of earth disruption**
  - F. Soil erosion & sedimentation controls details
  - G. Maintenance notes for soil erosion & sedimentation controls must include the following statement: "The soil erosion controls will be maintained weekly & after every storm event by "whom".
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- The permit may be renewed for a maximum of one (1) year from the date of expiration.
  - A permit not picked up within 30 days after notification of approval will be terminated. No refunds will be issued.
  - To transfer a permit, a permit transfer form must be completed & signed, then forwarded to the Drain Commissioner's Office. A permit cannot be transferred if there are any outstanding balances or violations against the permit.

# Permit Conditions

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 information on the attached plan(s) and special conditions, the following general conditions apply to the earth change authorized by this permit:

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 the 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 5 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.

## ENFORCEMENT ACKNOWLEDGEMENT

- A. Failure to comply with the applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as Amended ("Part 91"), is a civil infraction and will result in one or more of the following actions taken by this office: (1) a fine up to \$2,500; (2) installation of soil erosion and sedimentation controls by county enforcing agency with all costs related to the administration, legal costs, permit or renewal fees and implementation of controls to be assessed against the landowner which may become a lien on the property if not paid; (3) a temporary restraining order will be filed in court to restrain any and all further construction at the property site, and to recover damages to the natural resources of the state; and (4) any other legal action necessary to ensure compliance with Michigan Law.
- B. A person who knowingly violates Part 91 or knowingly makes a false statement in an application for a permit or in a soil erosion and sedimentation control plan may be ordered to pay a fine of up to \$10,000 for each day of violation.
- C. If corrective action is not taken with five (5) days of the date of a Notice of Determination Violation letter, the permit holder will be responsible for a payment of a civil fine of not less than \$2,500 or more than \$25,000 for each day of violation. MCL 324.9121(1); 9121(2); AND 9121(3).
- D. By applying for and accepting this permit, the landowner hereby consents to the following: (1) The authority of the Michigan Department of Environmental Quality, or the County Enforcing Agency to enter upon the property at all reasonable times for the purpose of inspecting and investigating conditions or practices that may be in violation of Part 91; (2) installation of soil erosion and sedimentation controls by the County Enforcing Agency with all costs related to the administration, legal costs, permit or renewal fees and implementation of controls to be assessed against the landowner which may become a lien on the property.
- E. No earth disruption can occur on this site before the issuance of the soil erosion permit. If work is started before a permit is obtained, the permit fee will be doubled.

**LANDOWNERS SIGNATURE**

*I hereby acknowledge that I have read, understand and accept the terms and conditions of this application. I understand that an application and site plans that are incomplete and/or incorrect shall be returned which may result in a delay in issuing a permit. The County Enforcing Agency has 30 days from the date of receipt of a complete and correct application and site plan to complete the review and issue this permit.*

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, Act 451 of the Public Acts of 1994, as amended, applicable local ordinances, and the documents accompanying the application.

LANDOWNERS SIGNATURE*	PRINT NAME	DATE
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DESIGNATED AGENT’S SIGNATURE**	PRINT NAME	DATE
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**\*Landowners should be aware that they are ultimately responsible for all activities which take place on the site, whether the landowner or an agent applies for the permit**

**\*\*The designated agent must sign the application along with the landowner or have a letter of authorization signed by the landowner granting the designated agent authority to sign the application in the landowner’s name.**



**SITE LOCATION MAP**  
*(Give specific directions to site)*

Location of Property

(Driving directions) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nearest Crossroads \_\_\_\_\_

	<b>N</b>	
		Street Name
<b>W</b>		Street Name
	Street Name	<b>E</b>
Street Name		
	<b>S</b>	



## TOPOGRAPHIC & SITE DEVELOPMENT PLAN

Please draw where house, garage, well, septic and watercourse is located. Indicate area of disturbance and land contours where possible. You must show proximity of earth change to lakes and streams.

SCALE: \_\_\_\_\_

