



# 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. For sites requiring a storm water review, soil erosion permit application will be considered complete when plans containing the approved storm water management plan 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.

H. EGLE requires an estimated cost of erosion control measures that will be used on the project.

I. Supply the name and telephone number for the individual that prepared the site plan. The site plan preparer could be the homeowner, engineer, contractor, architect, etc. This is an EGLE requirement.

13. A performance deposit requirement will be at the discretion of the Drain Commissioner's Office. It is not required for most residential or commercial sites. It may apply to multi-family housing, large commercial, or industrial sites and will be determined on a case by case basis.

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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.