



City of Petoskey

Department of Public Works

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0355

Application Requirements for Soil Erosion and Sediment Control Permits

The applicant for the Soil Erosion and Sediment Control (SESC) permit must be the property owner. If the applicant is someone other than the property owner, a letter from the property owner must be submitted with the application explaining who the applicant is and verify that this application is being submitted on behalf of the property owner. Any questions regarding the following requirements may be addressed to the Department of Public Works, C/o Jason Fate at 231-347-2500.

Fill out the *Application for Soil Erosion Permit* and submit to the Department of Public Works, along with a site plan.

- All plans must contain, at minimum, the following information:
 - Name, address, and telephone number of the applicant;
 - Project location and proximity to lakes and streams;
 - Vicinity map to scale with north arrow;
 - Earth change limits;
 - Existing and proposed on-site contours or slope information;
 - Existing and proposed on-site drainage;
 - Existing and proposed site improvements;
 - Soils information;
 - On-site vegetation;
 - Description and location of all temporary and permanent SESC measures;
 - Schedule for installing SESC measures;
 - Earth change and construction schedule, including starting and completion dates of project.

- A check, in the amount per the attached fee schedule, must accompany the application. Please make checks payable to: *City of Petoskey*



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

OFFICE USE ONLY

Permit Number:
Date Issued:
Expiration Date:
File Number:

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

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

2. LOCATION

Section	Town	Range	Lot Nos.	Township	Subdivision
City/Village		County		Street Address	

3. PROPOSED EARTH CHANGE

Describe Project		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 Rule 323.1703)

Note: _____ complete sets of plans must be attached.	Estimated Cost of Erosion and Sediment Control
	Plan Preparer's Name and Telephone Number ()

5. PARTIES RESPONSIBLE FOR EARTH CHANGE

Name of Landowner (if not provided in Box No. 1 above)			Address		
City	State	Zip	Area Code/Telephone Number		
Name of Individual "On Site" Responsible for Earth Change			Company Name		
Address	City	State	Zip	Cell Phone Number	

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	Area Code/Telephone Number

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. I further authorize City of Petoskey staff members to enter upon the property for which I am making an application for soil erosion permit approval.		
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.



Michigan Department of Environmental Quality
Land and Water Management Division

**Permits Required for Construction Activities Under the
Natural Resources and Environmental Protection Act, 1994 PA 451, as Amended**

- 1. Does your project involve an *earth change* that disturbs one or more acres of land or is located within 500 feet of a *lake or stream*? (Part 91).....No Yes

Lake means “the Great Lakes and all natural and artificial inland lakes or impoundments that have definite banks, a bed, visible evidence of a continued occurrence of water, and a water surface area equal to, or greater than, one acre.”

Stream means “a river, creek, or other surface water course which may or may not be serving as a drain, as defined in the drain code, and which has definite banks, a bed, and visible evidence of the continued flow or continued occurrence of water, including the connecting waters of the Great Lakes.”

If your project disturbs five or more acres, a stormwater permit is required from the Surface Water Quality Division (SWQD), Michigan Department of Environmental Quality (MDEQ). Please call (517) 373-1949 for further information.

- 2. Is your project in or near an *inland lake or stream*?No Yes

Inland lake or stream means “a natural or artificial lake, pond, or impoundment; a river, stream, or creek which may or may not be serving as a county drain as defined by the drain code; or any other body of water that has definite banks, a bed, and visible evidence of a continued flow or continued occurrence of water....” “Inland lake or stream **does not include**.... a lake or pond that has a **surface area of less than 5 acres.**”

- 3. Does your project impact a *wetland*? (Part 303)No Yes

Wetland means “land characterized by the presence of water at a frequency and duration sufficient to support, and that under normal circumstances does support wetland vegetation or aquatic life, and is commonly referred to as a bog, swamp, marsh.....”

If work in wetlands cannot be avoided, a permit from the MDEQ may be required; and wetland mitigation to compensate for the loss of the wetland and its functions may also be required. For questions regarding regulated wetlands, please contact your local LWMD Field Office or the Inland Lakes and Wetlands Unit at (517) 373-1746.

The MDEQ’s Wetland Assessment program assists property owners in identifying wetlands on their property. For more information on the Wetlands Assessment Program call (517) 241-8485.

- 4. Is your project in or adjacent to the *Great Lakes*? (Parts 323, 325, and 353)No Yes

- 5. Does your project involve constructing, maintaining, or altering a *dam*? (Part 315)No Yes

Dam means “an artificial barrier, including dikes, embankments, and appurtenant works, that impounds, diverts, or is designed to impound or divert water or a combination of water or any other liquid or material in the water.”

If you answered yes to any of the above questions, a permit may be required from the Land and Water Management Division (LWMD), MDEQ. Please direct your questions to the Permit Consolidation Unit (PCU) or one of the LWMD offices listed below.

MDEQ
LWMD PCU
P.O. BOX 30204
LANSING, MI 48909-7704

LWMD home page: www.deq.state.mi.us/lwm
PCU email: DEQ-LWM-PCU@state.mi.us
PCU phone: (517) 373-9244
PCU fax: (517) 241-9003

Cadillac District (231) 774-3960
Gaylord Field Office (989) 731-4920
Marquette District
Negaunee Field Office (906) 475-2040
Crystal Falls Field Office (906) 875-2071
Newberry Field Office (906) 293-5131

Grand Rapids District (616) 356-0500
Jackson District (517) 780-7690
Kalamazoo District (616) 685-6851
Saginaw Bay District (989) 686-8025
Shiawassee District (517) 625-5515
Southeast Michigan District (734) 953-8905

A permit application and appendices can be downloaded from the LWMD’s home page or you may request a copy from the PCU. All permit applications should be sent to the PCU at the above address.

**Parts of the Natural Resources and Environmental Protection Act
1994 PA 451, as Amended
Administered by the Land and Water Management Division**

1. Floodplain Regulatory Authority found in Part 31, Water Resources Protection

A permit is required to:

- Occupy, construct, fill or grade within the 100-year floodplain of a river, stream, drain or lake. Bridges and culverts are considered an occupation of the floodplain, as are activities that involve storage of materials in the floodplain.

2. Part 91, Soil Erosion and Sedimentation Control

A permit is required for:

- Earth changes within 500 feet of the water's edge of a lake or stream.
- Earth changes disturbing one or more acres.

3. Part 301, Inland Lakes and Streams

A permit is required to:

- Dredge or fill bottomlands.
- Construct, enlarge, extend, remove, or place a structure on bottomland.
- Erect, maintain, or operate a marina.
- Create, enlarge, or diminish an inland lake or stream.
- Structurally interfere with the natural flow of an inland lake or stream.
- Construct, dredge, commence, extend, or enlarge an artificial canal, channel, ditch, lagoon, pond, lake or similar waterway where the purpose is ultimate connection with an existing inland lake or stream, or where any part of the artificial waterway is located within 500 feet of the ordinary high water mark of an existing inland lake or stream.
- Connect any natural or artificially constructed waterway, canal, channel, ditch, lagoon, pond, lake, or wetland with an existing inland lake or stream navigation or any other purpose.

4. Part 303, Wetlands Protection

A permit is required to:

- Deposit or permit the placing of fill material in a wetland.
- Dredge, remove, or permit the removal of soil or minerals from a wetland.
- Construct, operate, or maintain any use or development in a wetland.
- Drain surface water from a wetland.

Regulated wetlands are defined in Part 303 and the associated administrative rules.

5. Part 315, Dam Safety

Permits are required for dams with a dam "height" of six feet or more and that have a surface area of five acres or more at the design flood elevation. A permit is required for new dam construction, enlargement of an existing dam or impoundment, dam repair, dam alteration, dam removal, dam abandonment, or reconstruction of a failed dam.

6. Part 323, Shorelands Protection and Management

Designated Environmental Areas – A permit is required for any of the following activities in a designated environmental area:

- Dredging, filling, grading, or other alterations of the soil.
- Alteration of natural drainage, but not including the reasonable care and maintenance of established drainage.
- Alteration of vegetation utilized for a preservation and maintenance of fish or wildlife, including identified colonial bird nesting areas.
- Placement of permanent structures.
- Farming of land is allowed without a permit if the person is engaged in the business of farming and the land is used for the production and harvesting of agricultural products using normal farming implements and generally accepted agricultural practices and if artificially draining, diking dredging, or filling are not used and the natural contour of the land is not altered.

The following counties have designated environmental areas:

Alcona	Arenac	Charlevoix	Delta	Huron	Monroe
Alger	Baraga	Cheboygan	Emmet	Mackinac	Tuscola
Alpena	Bay	Chippewa	Houghton	Marquette	Wayne

Designated High Risk Erosion Areas – A permit is required for the erection, installation, or moving of a permanent structure on a parcel of land where any portion is a designated high risk erosion area. Examples include homes, porches, septic systems, additions, substantial improvements of existing structures, and out buildings. With the exception of Alcona, Charlevoix, Macomb, Monroe, and Wayne Counties, all coastal counties have some designated high risk erosion areas.

7. Part 325, Great Lakes Submerged Lands

A permit is required for all filling, dredging, and placement of permanent structures (i.e., groins, docks, piers, pilings, etc.) below the "ordinary high water mark" and on all upland channels extending landward of the "ordinary high water mark" of the Great Lakes.

8. Part 353, Sand Dune Protection and Management

A permit is required for all proposed new uses in designated critical dune areas mapped in the "Atlas of Critical Dune Areas," prepared by the MDEQ. The following counties have designated critical dune areas:

Alger	Berrien	Emmet	Luce	Mason	Ottawa
Allegan	Charlevoix	Keweenaw	Mackinac	Muskegon	Schoolcraft
Antrim	Chippewa	Leelanau	Manistee	Oceana	Van Buren
Benzie					

Islands that have designated critical dune areas include Beaver Island, North Fox Island, South Fox Island, High Island, North Manitou Island and South Manitou Island.



NOTICE OF COVERAGE

FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITY

By Authority of R 323.2190 promulgated under Part 31 of Act 451, Public Acts of 1994, as amended
Failure to comply with the terms and provisions of R 323.2190 may result in fines up to \$25,000
per day and the possibility of imprisonment.

FOR DEQ USE ONLY	
NPDES Number	
Receipt No.:	
Permit Id:	

Filing of this Notice of Coverage (NOC) with the Michigan Department of Environmental Quality (DEQ) is required before initiation of construction activities **that disturb 5 acres or more of land or is part of a larger common plan of development or sale** that requires a national permit pursuant to the provisions of 40 CFR Section 122.26(a). This constitutes notice that the construction permittee is authorized under R 323.2190 to discharge storm water associated with the construction activities. The construction permittee must be the landowner or the recorded easement holder of the property where the construction activity is located.

INSTRUCTIONS AND FEE INFORMATION: Soil Erosion and Sedimentation Control (SESC) coverage is required under Part 91, SESC, of Act 451 before submitting this NOC. The construction permittee will be deemed to have an NPDES permit for storm water discharges from a construction site when the DEQ receives the completed NOC, **a copy of the appropriate SESC permit, a copy of the approved SESC Plan, a site map and the \$400 fee.** These must be received before construction begins. **This authorization to discharge construction storm water will expire** on the same day as the SESC permit originally submitted to the DEQ with this package. The expiration date will be specified in the NOC acknowledgement letter provided by the DEQ (please make sure you receive the NOC acknowledgement letter). NOC Authorization to discharge storm water may be extended (up to five years after original issuance date) by submitting a NOC Renewal form and a copy of the revised or extended SESC permit to the DEQ **prior to the NOC expiration.** If the SESC permit number changes, expires, is revoked or terminated, prior to the complete stabilization of the site, a **new** administratively complete NOC and all the requirements, including the fee must be submitted to obtain storm water authorization.

PERMIT BY RULE REQUIREMENTS: The permittee must abide by the requirements of R 323.2190 which states in part: **(a)** Not directly or indirectly discharge waste materials into the waters of the state in violation of Part 31, Water Resources Protection, of the Act or rules promulgated there under; **(b)** Be in compliance with a soil erosion and sedimentation control permit for the site; **(c)** Properly maintain and operate the soil erosion control measures; **(d)** Have the soil erosion control measures under the specific supervision and control of a storm water operator who has been certified by the Department; **(e)** Cause the construction activity to be inspected by a certified storm water operator once per week, and within 24 hours after every precipitation event that results in a discharge from the site. Refer to R 323.2190 for the complete listing of requirements at: http://www.michigan.gov/deq/0,1607,7-135-3313_3682_3716-23997--,00.html.

CONSTRUCTION PERMITTEE INFORMATION (Landowner, Easement Holder, or Authorized Public Agency)					
LANDOWNER/PERMITTEE			AGENT FOR LANDOWNER (OPTIONAL)		
CONTACT PERSON (FIRST AND LAST NAME)			CONTACT PERSON (FIRST AND LAST NAME)		
E-MAIL ADDRESS (OPTIONAL FOR FASTER SERVICE)			E-MAIL ADDRESS		
MAILING ADDRESS			MAILING ADDRESS		
STREET			STREET		
CITY	STATE	ZIP	CITY	STATE	ZIP
STORM WATER CERTIFIED OPERATOR (CONSTRUCTION ONLY)			For Cashier's Office Only:		
CERTIFIED OPERATOR					
CERTIFICATION NUMBER (Number must look like C-*****)					

SITE DESCRIPTION				
TOTAL ACRES OF SITE	ACRES OF DISTURBANCE	RECEIVING WATERS		
PROJECT INFORMATION				
PROJECT NAME		COUNTY	TOWNSHIP	
STREET		$\frac{1}{4}$	$\frac{1}{4}$	SECTION
CITY	STATE	ZIP	TOWN (T)	RANGE (R)
PART 91 SESC PERMITTING ENTITY INFORMATION				
NAME OF PART 91 SESC PERMITTING ENTITY OR APA AGENCY				
E-MAIL ADDRESS (OPTIONAL FOR FASTER SERVICE)			PHONE NUMBER	
ADDRESS			SESC PERMIT NUMBER OR APA STATUS	
CITY	STATE	ZIP	ISSUE DATE	

CERTIFICATION - Michigan regulations require this form be signed as follows:

Corporation: a principal executive officer of at least the level of vice president, or his designated representative, if the representative is responsible for the overall operation of the facility from which the discharge described in this form originates.

Partnership: a general partner.

Sole Proprietorship: the proprietor.

Municipal, State, or other public facility: either a principal executive officer, the mayor, village president, city or village manager, or other duly authorized employee.

I certify that I have read R 323.2190 and that all provisions of R 323.2190 will be complied with and that all information contained in this NOC is, to the best of my knowledge and belief, true, accurate and complete. I acknowledge that any discharge that is authorized by this NOC shall be in compliance with Act 451, Part 31, and the rules promulgated thereunder. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment. I certify under penalty of law that I possess full authority on behalf of the legal landowner/permittee to sign and submit this NOC.

SIGNATURE (ORIGINAL SIGNATURE REQUIRED) X	DATE	TELEPHONE
PRINTED NAME	TITLE	

MAKE CHECK OR MONEY ORDER IN THE AMOUNT OF \$400 PAYABLE TO: STATE OF MICHIGAN

MAIL COMPLETED APPLICATION, LOCATION MAP, SESC PERMIT AND PLAN, ALONG WITH THE **\$400** FEE TO:

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
 CASHIERS OFFICE - WRD-SW1
 P O BOX 30657
 LANSING, MI 48909-8157

ADDRESS FOR OVERNIGHT MAILING:

MDOT-ASC CASHIERS OFFICE FOR DEQ
 WRD-SW1
 425 WEST OTTAWA STREET
 LANSING, MI 48933

IF YOU HAVE ANY QUESTIONS ABOUT THE PREPARATION OF THIS FORM OR DON'T RECEIVE ACKNOWLEDGEMENT WITHIN 30 DAYS OF SUBMITTAL, CALL 517-335-4137 OR E-MAIL: PLOEHNK@MICHIGAN.GOV.



City of Petoskey

Department of Public Works

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0355

SOIL EROSION AND SEDIMENT CONTROL PERMIT

AMOUNT

ACTIVITY

	<i>INDIVIDUAL RESIDENTIAL SITES</i>
\$ 50.00	PLAN REVIEW
\$150.00	PERMIT AND INSPECTION DURING THE FIRST YEAR
	<i>INDIVIDUAL GARAGE, POLE BUILDING, ETC.</i>
\$ 50.00	PLAN REVIEW
\$ 75.00	PERMIT AND INSPECTION DURING THE FIRST YEAR
	<i>SUBDIVISIONS, MULTIPLE HOUSING, COMMERCIAL SITES, ETC.</i>
\$ 50.00	PLAN REVIEW
\$800.00	PERMIT AND INSPECTION DURING THE FIRST YEAR
	<i>UNDERGROUND CABLES AND PIPELINES</i>
\$ 50.00	PLAN REVIEW
\$300.00	PERMIT AND INSPECTION DURING THE FIRST YEAR
	<i>MISCELLANEOUS EARTHWORK, FILLS, EXCAVATIONS, ETC.</i>
\$ 50.00	PLAN REVIEW
\$250.00	PERMIT AND INSPECTION DURING THE FIRST YEAR

ADDITIONAL FEES WILL BE CHARGED FOR INSPECTIONS REQUIRED BEYOND THE FIRST YEAR OF THE PERMIT. (THE ADDITIONAL FEE WILL BE ONE HALF THE ORIGINAL PERMIT FEE, PER ADDITIONAL YEAR)

PLEASE MAKE CHECKS PAYABLE TO: CITY OF PETOSKEY